



Accreditation Standards Manual

2026

Setting the Standard for Public Safety in California.

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Program Overview & Development

About the Program

The California Accreditation for Public Safety Program (CAPS) is a voluntary, standards-based accreditation program managed by the California Police Chiefs Association (CPCA). The CAPS Program is a structured and formal process to have public safety agencies achieve rigorous benchmarks in ethics, operational efficiency, community service, and accountability.

While complementary to national and international accreditation programs, CAPS is tailored specifically to California - reflecting the state's unique legal requirements, agency diversity, and community expectations. Through accreditation, agencies gain a credible path to demonstrate professionalism and best practices, while also promoting transparency, mitigating legal risks, improving operational effectiveness, and strengthening public trust.

Background & Purpose

The CPCA identified a critical need for a California-specific accreditation program designed to meet the realities of agencies across the state. National programs, while beneficial, often impose requirements that do not align with the resources or operational environment of California's law enforcement agencies.

CAPS was created to provide a scalable, flexible, and locally governed solution that promotes practicality, professionalism, and sustainable growth. The program encourages continuous improvement while ensuring that standards remain realistic, achievable, and directly relevant to California. At its core, CAPS exists to create and promote best practices, ensure California-specific legal consistency, and strengthen agency policies, training, accountability, and supervision. It is designed to encourage and support community trust, equip agencies with tools for robust risk management and litigation protection, and ultimately build a foundation for effective, sustainable public safety leadership.

Program Development

CAPS development began in 2024 with a comprehensive research phase, during which CPCA staff and leadership:

- Reviewed existing national and other states' accreditation models
- Gathered input from agencies through surveys and direct discussions
- Explored funding opportunities to ensure sustainability

A major milestone came with the award of a U.S. Department of Justice grant in 2024, which enabled CPCA to transition the program from concept to implementation. Key early accomplishments included:

- Drafting the CAPS Standards Manual
- Forming an expanded Accreditation Committee to provide governance and expertise
- Launching public branding to establish awareness and credibility

The CAPS Standards Manual

The CAPS Standards Manual is the foundation of the program. It serves as both a roadmap and a reference for agencies seeking accreditation, outlining:

- Standards and policies required for accreditation
- Documentation and compliance requirements
- Assessment procedures and verification methods

The CAPS Standards Manual contains a total of **204 standards**, each designed to provide clear, practical, and enforceable guidance for California law enforcement agencies.

The manual is intended for agency leadership, accreditation managers, assessors, and other stakeholders dedicated to promoting professional policing standards.

By following the CAPS framework, agencies demonstrate their commitment to:

- Excellence in service delivery
- Integrity in operations and decision-making
- Accountability to the community
- Protection of individual rights

Recognition of Contributors

The accreditation standards were developed and refined through the expertise and collaboration of policing leaders, professional staff, and subject matter experts representing agencies from across California. The following individuals served on the Standards Oversight Review Committee:

- Ret. Chief Bob Harrison, RAND
- Lieutenant Brian Blakemore, Grass Valley Police Department
- Chief Brian Miller, Petaluma Police Department
- Lieutenant Chad Kato, Sacramento County Sheriff's Office
- Chief Chet Madison, Sacramento State Police Department
- Commander Dan Herlihy, Pismo Beach Police Department
- Chief Daniel Foss, Nevada City Police Department

- Lieutenant Geoffrey Meeks, Inglewood Police Department
- Chief Jason Salazar, Visalia Police Department
- Jason Wentz, PORAC, Bay Area Chapter
- Chief Jeff Smith, Pismo Beach Police Department
- Captain Kevin Townsend, Riverside Police Department
- Lieutenant Kyle Philp, Santa Rosa Police Department
- Manager Liliana Escobedo, Tustin Police Department
- Manager Mandi Runnells, Meniffee Police Department
- Ret. Captain Mike Reynosa, Stockton Police Department; San Joaquin Delta College Police Department
- Ret. Captain Rodney Rego, Elk Grove Police Department
- Officer Ryan Tanaka, Mammoth Lakes Police Department
- Manager Thao Nguyen, Tustin Police Department

Under the leadership of the California Police Chiefs Association, this group ensured that the CAPS standards reflect California's values, priorities, and best practices while remaining practical, scalable, and grounded in real-world operational needs.

Understanding and Applying the Standards

This section is intended to guide the reader in understanding the structure, purpose, and interpretation of each standard contained within this manual. It is essential that users of the manual understand how to apply the standards effectively, how compliance is assessed, and how to utilize the supporting materials.

Composition of a Standard

Each standard is composed of the following elements:

Standard Statement

This is the binding requirement. It defines what the agency must do to be in compliance. In order to achieve accreditation, adherence to the standard statement is mandatory and non-negotiable.

Clarification Statement

This section provides additional context and guidance regarding the intent and scope of the standard. It is designed to help the agency better understand what is required and how it might be implemented. While not binding, it serves as an interpretive aid to ensure proper alignment with the intent of the standard.

Suggested Proofs of Compliance

This is a non-exhaustive list of examples that may assist the Accreditation Manager (AM) and the agency in identifying evidence that demonstrates compliance. These suggestions are intended as guidance only; agencies may present other forms of evidence that demonstrate compliance effectively.

Definition of a Written Directive

Standards require a written directive. A written directive is any formal document issued by the agency that directs, guides, or regulates employee behavior or agency operations. Written directives may include, but are not limited to:

- Laws and Ordinances
- General Orders
- Policies and Procedures
- Standard Operating Procedures (SOPs)
- Operations Manuals or Guides
- Lesson Plans
- Bulletins or memorandums (if used as directive guidance)

Written directives are essential to standardization, accountability, and consistent performance across the agency. Depending on the nature of the standard and the structure of the agency, more than one written directive may need to be developed to ensure compliance across all applicable areas of the agency.

Agencies can utilize the Appendix A: References to California Law included in the Standards Manual for a non-exhaustive list of statutes that intersect with various standards.

Understanding Proofs of Compliance

Proofs of compliance refer to the documentation or evidence that verifies the agency is adhering to its written directives and the intent of the standard. Acceptable proofs may include:

- Written documentation (e.g., reports, logs, rosters)
- Photographs
- Interviews with personnel
- Direct observations of operations or procedures

Proofs of compliance serve to validate that not only does the agency have the appropriate policies and procedures in place, but that it is also actively following them in day-to-day operations.

Chapter 1: Governance and Organizational Structure

The organizational framework provides the foundation for how an agency operates, defines authority, and ensures accountability. A well-documented framework clarifies roles, responsibilities, and reporting relationships for both sworn and professional staff. It establishes a consistent structure that supports effective decision-making, transparency, and compliance with California law and professional standards.

This section requires agencies to maintain current organizational charts, position descriptions, and functional outlines for all operational components. It further ensures that sworn personnel uphold their oath of office and code of ethics, while professional staff adhere to a formal code of conduct that reinforces integrity and professionalism. Agencies must also clearly define their jurisdictional boundaries, including any areas of concurrent or mutual aid responsibility, supported by appropriate documentation and agreements.

Collectively, these standards strengthen internal accountability, promote operational efficiency, and provide personnel and the community with a clear understanding of the agency's organizational foundation and ethical commitments.

Section 1.1 - Organizational Framework

1.1.1 Organizational Structure (M)

Standard Statement

The agency shall maintain a written directive that describes the organizational structure, including a current organizational chart and/or functional description, which is accessible to all personnel. The agency shall review and update its organizational chart at least annually, as well as when structural changes occur.

Clarification Statement

An organizational chart provides clarity of roles, responsibilities, and reporting relationships. It should be posted physically or electronically. Names of individual employees are not required; instead, the chart should reflect authorized positions.

Suggested Proofs of Compliance

- Organizational chart
- Functional position descriptions
- Posting on internal systems or facilities

1.1.2 Personnel Responsibilities (M)

Standard Statement

The agency shall maintain current written job descriptions for each position or assignment, outlining duties, responsibilities, and minimum entry-level qualifications. These shall be made available to all personnel.

Clarification Statement

Job descriptions should clearly define the role, core responsibilities, reporting relationships, and minimum qualifications in alignment with CA POST guidelines and the Americans with Disabilities Act (ADA). Descriptions should be reviewed periodically to ensure compliance with changes in law or agency structure. If the agency operates under the authority of a parent organization or governing body, job descriptions may be provided and maintained by that entity, provided they meet these requirements and remain accessible to agency personnel.

Suggested Proofs of Compliance

- Job descriptions
- Position classification documents
- Access logs or portals for employee reference

1.1.3 Operational Components (M)

Standard Statement

The agency shall maintain current written descriptions of the responsibilities for each operational component, which shall be accessible to all personnel.

Clarification Statement

Functional descriptions should detail the purpose, responsibilities, and activities of each division or unit. These descriptions help ensure accountability, operational clarity, and resource allocation.

Suggested Proofs of Compliance

- Division/unit functional descriptions
- Agency operations manual

Section 1.2 - Authority and Ethical Foundations

1.2.1 Oath of Office for Sworn Personnel (M)

Standard Statement

The agency shall require all sworn personnel to take and sign an Oath of Office, in compliance with California law, prior to assuming the duties of their position. The oath shall affirm the individual's commitment to uphold the Constitution of the United States, the constitution and laws of the state, and to faithfully discharge the duties of their office. A record of the signed oath shall be maintained in each employee's personnel file.

Clarification Statement

The oath shall affirm the individual's commitment to uphold the Constitution of the United States, and the Constitution of the State of California and to faithfully discharge the duties of their office. A record of the signed oath shall be maintained in each employee's personnel file.

Suggested Proofs of Compliance

- Signed oaths of office

1.2.2 Code of Ethics (M)

All personnel, sworn and professional staff, shall be required to read, affirm, and adhere to a Code of Ethics as a condition of employment. The Code shall reflect the agency's commitment to integrity, professionalism, accountability, respect for constitutional rights, and service to the community.

For sworn personnel, the Code shall incorporate the values outlined in the California Peace Officers' Standards and Training (POST) Law Enforcement Code of Ethics. For professional staff, the agency may adopt or adapt from an appropriate public service Code of Ethics from nationally recognized sources or can be adopted by the municipal, county, or state parent agency.

Clarification Statement

The code of ethics may be part of an agency policy, employee manual or derived from professional law enforcement associations or the parent agency. These codes serve as ethical foundations for individuals serving in public sector roles and can be tailored to reflect the agency's mission and values.

The Code of Ethics shall be issued to all employees upon hiring, employees shall sign an acknowledgment of receipt and understanding, and ethical conduct shall be reinforced through training, supervision, and accountability measures.

Suggested Proofs of Compliance

- Oath of office documentation
- Signed acknowledgment forms
- Training documentation

1.2.3 Agency Jurisdiction (M)

Standard Statement

The agency shall maintain a written directive that defines its jurisdiction and any areas of concurrent jurisdiction, along with related responsibilities and authority.

Clarification Statement

A jurisdictional map can supplement but not replace the written directive. Concurrent jurisdictional boundaries shall be clearly described. The written directive should distinguish between exclusive, concurrent, and mutual aid jurisdictions and include documentation of relevant interagency agreements.

Suggested Proofs of Compliance

- Maps of service area
- Mutual aid or joint jurisdiction agreements
- Examples of coordinated operations

1.2.4 Mutual Aid Agreements

Standard Statement

The agency shall maintain current and effective mutual aid agreements with relevant external agencies or organizations. These agreements shall be reviewed, evaluated, and updated at least once every three years to ensure accuracy, mutual understanding of responsibilities, and alignment with operational needs and legal requirements.

Clarification Statement

While mutual aid agreements are most commonly established between law enforcement agencies, they may also extend to a broader range of public safety, emergency response partners and other support organizations. These may include fire departments, EMS, emergency management, corrections, public health, transportation agencies, schools, utilities, and critical infrastructure partners. The agreements should be tailored based on the agency's operational needs and potential emergency scenarios to ensure effective coordination and resource sharing. Mutual aid agreements should be reviewed and updated regularly to ensure roles and responsibilities are current, contact information is accurate, and legal or regulatory compliance is maintained. Regular reviews strengthen coordination between agencies, incorporate lessons learned from past incidents, and enhance overall readiness and preparedness. Keeping these agreements up to date ensures effective response and ongoing compliance with accreditation standards.

Suggested Proofs of Compliance

- Written mutual aid agreements with documented and dated reviews or updates.

Chapter 2: Authority, Command and Accountability

Clear authority, established command structures, and consistent accountability are essential to the effective functioning of a law enforcement agency. This chapter provides the foundation for leadership responsibilities, operational decision-making, and supervisory oversight. It ensures that authority is properly documented, leadership succession is maintained, and all personnel understand their obligations within the chain of command.

The standards outlined here promote stability, continuity of operations, and professional discipline across the organization. By defining executive authority, command responsibilities, and accountability mechanisms, agencies reinforce lawful administration, operational integrity, and public trust.

Section 2.1 - Executive and Leadership Authority

2.1.1 Chief Executive Officer Authority (M)

Standard Statement

The Chief Executive Officer (CEO) of the agency has full authority and responsibility over all agency operations and administration.

Clarification Statement

The CEO is the chief law enforcement officer of the agency. Their authority should be documented in policy, ordinance, or law, including delegations and responsibilities as defined by the local governing body.

Suggested Proofs of Compliance

- Ordinance or appointment letter
- CEO role description
- Documentation of CEO actions or decisions

2.1.2 Chain of Command (M)

Standard Statement

The agency shall maintain a written directive establishing a chain of command and authority succession in the absence of the CEO.

Clarification Statement

Clear designation of command ensures continuity of leadership and operational integrity.

Suggested Proofs of Compliance

- Organizational chart
- Memorandums, e-mails or any other written record of CEO assigning an acting

Section 2.2 - Command Protocols and Operational Control

2.2.1 Emergency Call Coverage (M)

Standard Statement

The agency shall have a written directive describing its response to emergencies 24/7 within its service area.

Clarification Statement

The directive should describe methods for ensuring continuous emergency response capability, including procedures for after-hours coverage, minimum staffing, and coordination with mutual aid or contracted services, if applicable. The directive should ensure clarity on minimum staffing, coverage during shift transitions, after-hours response, and coordination with allied agencies to ensure uninterrupted emergency service.

Suggested Proofs of Compliance

- Call-for-service records
- Staffing schedules

2.2.2 Command Protocol (M)

Standard Statement

The agency shall establish a written directive outlining command protocols when personnel from different divisions participate in a single operation.

Clarification Statement

Protocols should address command during special events, dignitary protection, and unusual occurrences. Exceptions may apply for operations with unified command.

Suggested Proofs of Compliance

- After-action reports
- Special event plans

Section 2.3 - Accountability and Discipline

2.3.1 Supervisor Accountability (M)

Standard Statement

The agency shall establish a written directive holding supervisors accountable for the performance and conduct of personnel under their command.

Clarification Statement

Supervisors shall ensure proper conduct and performance of their subordinates through leadership and oversight.

Suggested Proofs of Compliance

- Disciplinary documentation
- Performance evaluations

2.3.2 Duty to Obey Lawful Orders (M)

Standard Statement

The agency shall maintain a written directive requiring personnel to obey lawful orders from supervisors, including those relayed through peers. The policy shall define steps to follow when conflicting or unlawful orders are received.

Clarification Statement

Maintaining discipline and lawful obedience is critical in a paramilitary structure. Employees shall be trained to recognize and appropriately respond to unlawful or conflicting orders. Additionally, personnel should understand that situations may evolve rapidly. When circumstances materially change and strict adherence to a prior order would no longer accomplish the commander's intent, employees shall make reasonable efforts to seek updated direction. If immediate action is required and communication is not feasible, personnel may exercise sound judgment consistent with the commander's intent and agency policy and shall report the deviation at the earliest opportunity.

Suggested Proofs of Compliance

- Training materials
- Documentation of order handling procedures

2.3.3 Independent Oversight Function or Independent Police Auditor (IPA) (M)

Standard Statement

Where the agency operates or is formally responsible for an oversight body (e.g., commission, review board, independent police auditor), the agency shall:

- a. Ensure that the oversight body is empowered through a dedicated budget that supports operational independence and sustainability.
- b. Ensure the oversight body receives timely access to investigatory records
- c. Ensure the oversight body engages in community outreach.
- d. Regularly, or as requested by the oversight body, provide legal updates, training sessions, or policy briefs to ensure that the oversight function remains informed and capable of conducting objective, knowledgeable reviews consistent with current state and federal law.
- e. Preserve the CEO's statutory authority over discipline and operational command.
- f. At least biennially, in collaboration with the oversight body, prepare a periodic evaluation of the oversight processes.
- g. In collaboration with the oversight body, and as permitted by California law, create and publish annual reports summarizing employee complaints, case outcomes, trends, and recommendations.

Where the oversight body is structurally independent (appointed by a city council or other external entity) and not managed by the department, the agency shall formally document its cooperative relationship, including

- h. record-sharing protocols,
- i. liaison arrangements, and
- j. assurances of independent oversight effectiveness.

Clarification Statement

This standard recognizes that oversight models vary by jurisdiction and may function either within an agency or as an external entity. The standard addresses two possible scenarios:

- the agency operates or is formally responsible for an oversight or
- oversight body is structurally independent.

Compliance is assessed based on an agency's specific situation. Additionally, this standard is conditional, and if neither situation exists, the standard is not applicable.

Independent oversight may be established by ordinance, resolution, charter provision, or memorandum of understanding, as authorized by the local jurisdiction. Any access to confidential

peace officer personnel records must comply with applicable laws, including all confidentiality and redaction requirements.

Subject to legal limitations, oversight bodies may receive access to Internal Affairs records and other materials permitted under California law for oversight purposes. Access to additional records—such as body-worn camera footage, CAD/RMS data, training records, or disciplinary information—shall occur only as authorized by statute or local policy.

Public reporting and transparency measures must comply with the California Public Records Act and all applicable laws. Accessibility and translation requirements apply as required by state or local law.

To protect confidentiality, case outcomes may be reported in statistical summary form rather than through individually identifiable details.

Community engagement activities may be conducted in accordance with local policy and authority.

Recommended Proofs of Compliance

- Enabling ordinance, resolution, charter section, or MOU
- Organizational chart showing reporting structure independent of police command
- Budget documentation reflecting dedicated oversight funding
- Oversight charter or internal policy
- Access protocols or formalized agreements with oversight body
- Access logs showing request and fulfillment timelines
- Legal interpretations of statutory oversight requirements
- Evaluation and status reports
- Published annual/semiannual public reports
- Data dictionaries or methodology documentation
- Outreach calendars and translated materials
- Community survey results on trust and transparency

Chapter 3: Legal Authority and Public Contact

Legal authority is the foundation of every action taken by law enforcement. This chapter establishes standards to ensure that all searches, arrests, prisoner transports, and public interactions are conducted lawfully, safely, and with respect for constitutional rights. It also requires agencies to adopt clear directives that define the limits of authority, provide consistent procedures, and align with California and federal law.

Section 3.1 addresses the core areas of search, arrest, custody, and public interaction. Standards include directives on lawful searches and seizures, specialized procedures for strip and body cavity searches, and requirements for arrests both with and without warrants. Provisions also cover prisoner transport protocols to safeguard the rights and well-being of individuals in custody while ensuring officer and public safety. Directives governing public contact reinforce professional conduct in all interactions, while bias-based policing prohibitions and compliance with the Racial and Identity Profiling Act (RIPA) advance accountability and community trust.

Together, these standards ensure that agency personnel act within the scope of their legal authority, uphold civil rights, and demonstrate professionalism in every contact with the public.

Section 3.1 - Search, Arrest, Custody, and Public Interaction

3.1.1 Search and Seizure (M)

Standard Statement

The agency shall maintain a written directive describing the policies and procedures for conducting searches and seizures in compliance with applicable constitutional, statutory, and case law. The directive shall identify and provide guidance on common legal conditions and procedures for searches and seizures, including but not limited to:

- a. Valid search warrants (announced and unannounced)
- b. Plain view doctrine
- c. Exigent circumstances
- d. Valid consent
- e. Body searches, including privacy considerations and search warrant requirements
- f. Vehicle, digital/electronic device, and property searches
- g. Conditions of supervision, including parole and probation
- h. Documentation and reporting requirements for all searches

Clarification Statement

Officers must understand the conditions that must be present for a search to be both legal and effective. Officers are expected to remain informed of evolving case law related to searches, including but not limited to legal standards surrounding no-knock warrants and body cavity searches.

An **exigent circumstance** is a legal term referring to an emergency situation that permits law enforcement to conduct a warrantless search or seizure, even though a warrant would normally be required. Examples may include the imminent destruction of evidence, the need to prevent a suspect's escape, or threats to life or safety.

This directive shall be reviewed periodically to ensure continued compliance with current legal standards and best practices.

Suggested Proofs of Compliance

- Training records
- Search documentation logs
- Incident Reports with Supervisory Review - Evidence of supervisory oversight (e.g., report reviews, checklists, approvals) ensuring compliance with policy.
- Incident Reports - Redacted examples of search-related reports or forms (e.g., warrants, consent forms, body search documentation).
- Policy Updates

3.1.2 Strip, Body and Cavity Searches (M)

Standard Statement

A written directive addresses strip and body cavity searches that complies with California and federal law and includes reporting requirements.

Clarification Statement

Agency directives should make clear the legal requirements and conditions necessary for conducting lawful and effective searches.

Suggested Proofs of Compliance

- Documentation of requests, approval and completion of applicable searches

3.1.3 Public Contacts (M)

Standard Statement

The agency shall have a written directive that governs personnel conduct during all public contacts.

Clarification Statement

Personnel should follow agency-approved conduct standards during all public interactions.

Suggested Proofs of Compliance

- Officer training materials
- Complaint and/or commendation records

3.1.4 Arrests (M)

Standard Statement

The agency shall have a written directive outlining the legal requirements and procedures for arrests made:

- a. With a warrant
- b. Without a warrant

Clarification Statement

The directive shall comply with all federal and state legal mandates and statutes.

Suggested Proofs of Compliance

- Officer training logs
- Arrest reports

3.1.5 Prisoner Transports (M)

Standard Statement

The agency shall maintain a written directive detailing procedures for transporting prisoners, including:

- a. Use of restraints and seat belts
- b. Search procedures before and after transport
- c. Transport of individuals requiring medical care
- d. Transport of special needs individuals (i.e. pregnant, obese, elderly, persons with disabilities, or those with psychiatric or behavioral health conditions)
- e. Notification and documentation procedures
- f. Escape response actions
- g. Prisoner identification confirmation procedures

Clarification Statement

Agencies shall provide for prisoner safety, officer security, and public protection during transports. Documentation should include times, mileage, vehicle details, prisoner ID, restraint type, seat belt exemptions with justification, medical observations, and any unusual incidents. Exceptions may include pregnant women, individuals with mental health concerns, obese persons, the elderly, and those with disabilities or medical devices. In some cases, EMS may be requested if a medical risk is identified.

Transport vehicles must be searched before and after use, safety partitions checked, and prisoners seated upright and belted when feasible to limit the risk of positional asphyxia. Agency-approved restraints and seat belts are required unless unsafe, with supervisor-approved exceptions documented. Continuous observation of breathing and consciousness is mandatory, with seat belt extenders or larger vehicles used if needed.

Suggested Proofs of Compliance

- Transport logs
- Officers' reports
- Training records

3.1.6 Bias-Based Policing and RIPA (M)

Standard Statement

The agency shall maintain a written directive that ensures compliance with Bias-Based Policing principles and the Racial and Identity Profiling Act (RIPA) of 2015. The directive shall include:

- a. Definitions
- b. Prohibitions
- c. Procedures
- d. Tracking
- e. Data submission
- f. Community engagement
- g. Training

Clarification Statement

Agencies shall not only collect and report stop data and complaints, but also actively review them to identify and address patterns of unequal treatment or differential impact across racial, ethnic, and other protected groups. Designated staff should monitor updates to ensure alignment with best practices.

Suggested Proofs of Compliance

- Stop data and complaint reports

- Community outreach documentation
- Training logs

Chapter 4: Strategic Planning and Operations

Strategic and operational planning provides the foundation for effective law enforcement management, ensuring that resources are aligned with the agency's mission, community expectations, and emerging challenges. A structured planning process enables agencies to make informed decisions, anticipate future needs, and proactively address crime, traffic concerns, and quality-of-life issues.

Operational planning focuses on the systematic collection, analysis, and dissemination of data to guide day-to-day and short-term activities. Through regular reporting and sharing of crime statistics, mapping, and workload trends, agencies can identify problem areas, allocate resources effectively, and support personnel in implementing proactive solutions.

Strategic planning complements these efforts by establishing a longer-term vision that incorporates goals, objectives, projected demands, and capital requirements. This forward-looking approach ensures that agencies are prepared for growth, technological advancements, and shifts in community priorities.

Together, operational and strategic planning create a continuous cycle of evaluation, adjustment, and improvement. By adopting these standards, agencies strengthen accountability, enhance transparency, and build the capacity to deliver consistent, responsive, and community-focused policing services.

Section 4.1 – Strategic and Operational Planning

4.1.1 Operational Reports (M)

Standard Statement

The planning and research function of the agency is established and described by a written directive which requires reports of operational activities, and the dissemination of these reports to affected personnel and/or operational components, on at least an annual basis by:

- a. Type of activity
- b. Location
- c. Time / Date

Clarification Statement

The planning function is essential for effective agency management. Operational reports from crime statistics, crime mapping, and other records management processes should be updated at least once a year. This standard aims to ensure that crime statistics, trends, hot spot locations, and other data are shared with relevant personnel and operational units to help reduce crime, traffic complaints, and other quality-of-life issues in the community. This standard does not require agencies to adopt a specific policing model or establish a crime analysis program; rather, it encourages the use of

available statistical information and sharing it with officers during briefings or meetings to proactively address crime and improve community quality of life.

Suggested Proofs of Compliance

- Annual operations reports
- Crime mapping or heat maps
- Briefing materials

4.1.2 Multi-Year Plan (O)

Standard Statement

The agency shall develop and maintain a multi-year plan that includes goals, operational objectives, projected workloads, staffing needs, and capital equipment/facility requirements.

Clarification Statement

The plan should guide strategic decisions and prepare the agency for anticipated growth and challenges.

Suggested Proofs of Compliance

- Strategic or multi-year plan
- Updates, modifications, or reports on progress

Section 4.2 - Organizational Vision and Principles

4.2.1 Mission and Value Statements (M)

Standard Statement

The agency shall adopt and maintain written mission and value statements that reflect its purpose and commitment to the community.

Clarification Statement

These statements serve as guiding principles for operations and should be prominently displayed or published.

Suggested Proofs of Compliance

- Mission and values statement
- Employee handbook
- Website or public-facing materials

Chapter 5: Administrative Management and Information Systems

Strong administrative management and secure information systems form the foundation of effective public safety leadership. Beyond frontline operations, agencies must ensure that their internal systems for administration, finance, legal oversight, accreditation, public information, and technology are reliable, transparent, and resilient. These systems not only support day-to-day operations but also safeguard accountability, protect public trust, and ensure compliance with governing laws and standards.

This chapter establishes the framework for how agencies manage their administrative responsibilities and information systems. It includes requirements for data reporting and records management, fiscal accountability and audit processes, legal support and liability protections, accreditation governance, and the role of public information in community engagement. It also emphasizes the importance of technology management and cybersecurity, recognizing that modern public safety operations depend on secure networks, reliable access controls, and well-trained personnel to protect sensitive information.

By setting clear expectations for administrative oversight, fiscal management, legal and accreditation structures, public communication, and cybersecurity practices, these standards promote consistency and operational integrity across all aspects of agency administration. They also align agencies with state and federal requirements, ensuring that transparency, fiscal responsibility, and data security remain central to agency operations.

Ultimately, administrative management and information systems are not background functions—they are the mechanisms that keep agencies accountable, efficient, and prepared for the evolving challenges they face. Adherence to these standards demonstrates an agency’s commitment to sound governance, responsible stewardship of resources, and the highest level of service to its community.

Section 5.1 - Administrative Systems

5.1.1 Administrative Reporting Program (M)

Standard Statement

The agency shall implement an administrative reporting program requiring the collection of daily, monthly, and annual data to document agency activities and generate statistical summaries.

Clarification Statement

Agencies are encouraged to maintain reports that reflect trends and operational insights. These reports should be made accessible to personnel and to the public upon request in accordance with the California Public Records Act. Agencies shall also comply with the California Public Records

Act response timelines, which generally require a determination of disclosure within 10 days, with limited extensions as provided by law.

Types of reports and data to be collected include but are not limited to:

Daily: Officer activity logs, incident and use of force reports, arrests, traffic enforcement, special events, and personnel attendance.

Monthly: Crime trends, use of force analysis, arrest/citation totals, response times, training summaries, complaints, and equipment usage.

Annual: Comprehensive crime summaries, use of force/pursuit reviews, staffing analysis, budget reports, community outreach, policy reviews, and accreditation compliance.

Suggested Proofs of Compliance

- Examples of daily/monthly/annual reports
- Public records requests

5.1.2 Electronic Data Storage (M)

Standard Statement

If the agency uses a third-party service provider for electronic data storage, a written agreement shall address the following:

- a. Data ownership
- b. Data sharing, access, and security
- c. Loss of data, irregularities, and recovery
- d. Data retention and redundancy
- e. Required reports, if any
- f. Logistical requirements and financial arrangements
- g. Responsibilities in the event of a data breach

Clarification Statement

Agencies using cloud-based or vendor-hosted data systems shall ensure contracts or agreements clearly address data security, ownership, use of data, including explicit prohibitions on vendor use of agency data for training algorithms or other purposes not authorized by the agency, as well as clearly defined contingency plans.

Suggested Proofs of Compliance

- Third-party written agreement
- Vendor service level agreements (SLAs)

- Continuous audits of technology

5.1.3 Written Directives (M)

Standard Statement

The agency shall maintain a system for developing, updating, and disseminating written directives, including policies, procedures, rules, and regulations. This system shall:

- a. Establish procedures for formatting, indexing, purging, and updating directives
- b. Direct the management of draft versions of directives
- c. Identify the Chief Executive Officer (CEO) as the authority for issuing or approving directives
- d. Identify other positions authorized to issue directives
- e. Require employee acknowledgment of receipt and understanding, and ensure directives are accessible in physical or digital formats
- f. Review of directives at least annually, and
- g. Update as necessary

Clarification Statement

An effective written directive system is foundational to agency consistency and accountability. Accessibility and acknowledgment of updates help ensure policy adherence.

Suggested Proofs of Compliance

- Examples of policies or Table of Contents
- CEO approval
- Examples of reviewed or revised directives
- Directive acknowledgment records

Section 5.2 - Fiscal Management

5.2.1 Chief Executive Officer (CEO) Authority for Fiscal Management (M)

Standard Statement

The Chief Executive Officer (CEO) has designated authority and responsibility for the fiscal management of the agency, as established by written statement, ordinance, or law.

Clarification Statement

Even when duties are delegated, the CEO retains final oversight and fiscal accountability.

Suggested Proofs of Compliance

- Agency budget with CEO signature
- Delegation documentation, if applicable

5.2.2 Other Authorized Personnel (M)

Standard Statement

If the CEO delegates fiscal responsibilities, a written directive shall identify the position or component responsible for fiscal management duties.

Clarification Statement

The designation ensures accountability when fiscal functions are assigned beyond the CEO.

Suggested Proofs of Compliance

- Organizational chart with fiscal roles
- Delegation documentation
- Financial documents

5.2.3 Budget Preparation (M)

Standard Statement

Heads of major organizational components shall participate in budget preparation by submitting written recommendations based on analysis of their unit's operational needs and activities.

Clarification Statement

"Major Organizational Components" refers to Bureaus, Divisions, or Units reporting directly under the CEO.

Suggested Proofs of Compliance

- Departmental budget submissions
- Meeting notes on budget planning

5.2.4 Accounting System (M)

Standard Statement

The agency shall maintain an accounting system that includes at least quarterly status reports showing:

- a. Initial appropriation for each account or program

- b. Beginning balance for the period
- c. Expenditures and encumbrances
- d. Remaining unencumbered balances

Clarification Statement

Agencies shall comply with local fiscal policies and public finance regulations outlined in California law. Agencies may exceed the standard by producing more frequent financial reports (e.g., monthly).

Suggested Proofs of Compliance

- Financial quarterly status reports
- Accounting system documentation
- Budget tracking spreadsheets

5.2.5 Audits (M)

Standard Statement

The agency shall maintain a written directive that describes internal controls, ongoing monitoring, reconciliations, and audit procedures for all budget and fiscal activity. The agency shall ensure that fiscal audits are performed in accordance with applicable California statutes and the requirements of its governing entity, including provisions for cities, counties, special districts, or joint powers authorities, as well as any grant- or program-specific rules.

Clarification Statement

If more than one requirement applies, the most stringent frequency governs.

Suggested Proofs of Compliance

- Audits as required by law
- Internal audit reports
- External audit findings (if applicable)

5.2.6 Cash Accounts (M)

Standard Statement

The agency shall maintain a written directive governing cash handling procedures, including:

- a. Allotment system or financial records
- b. Financial statement preparation
- c. Quarterly internal audits

- d. Identification of personnel authorized to handle funds

Clarification Statement

Cash accounts include petty cash, confidential funds, permit payments, and asset forfeiture funds, among others. Bail funds are excluded unless the agency maintains a float. Simply collecting and turning over funds does not invoke this standard unless the agency retains, manages, or dispenses part of the cash. Asset forfeiture funds are restricted in use and may only be used for authorized law enforcement purposes (e.g., training, equipment, investigations). They must be maintained in separate accounts, tracked in detail, and reported in compliance with applicable state and federal laws.

Suggested Proofs of Compliance

- Petty Cash Balance Sheets
- Fund transaction logs
- Quarterly audit reports

5.2.7 Inventory Control of Agency-owned Property (M)

Standard Statement

The agency shall maintain a written directive that outlines procedures for inventory control of agency-owned property, equipment, and assets.

Clarification Statement

This standard applies to all property owned by the agency, not just law enforcement equipment. It includes agency vehicles, office furniture, electronic equipment, computers, printers, and other large or high-value items. Most agency-owned property is tagged with a serial number for tracking purposes. In some cases, the requirement for inventory control is established by the governing entity or parent agency, and the written directive may originate from that authority. Agencies should reference their government or parent organization's policies to ensure compliance with this standard.

Suggested Proofs of Compliance

- Inventory as established by the written directive.
- Asset management system logs
- Equipment assignment forms

Section 5.3 - Legal Advice and Liability

5.3.1 Legal Advice (M)

Standard Statement

The agency shall ensure that legal counsel is accessible to employees for matters arising from their duties, either through retained or contracted legal services, as applicable by law or contractual agreements.

Clarification Statement

The agency shall ensure that employees have access to legal support for matters arising from the performance of their official duties to the extent permitted by law and agency policy.

This access may include representation in civil or, where appropriate, criminal cases arising from acts performed within the scope of employment, participate in administrative or internal affairs investigations, and guidance for employees who report misconduct or unsafe practices. Employees shall also have access to counsel or qualified advice when subpoenaed, required to testify, or when seeking guidance on compliance with regulations, agency policies, or privacy requirements connected to their work.

Suggested Proofs of Compliance

- Interviews

5.3.2 Liability Insurance (M)

Standard Statement

The agency shall maintain liability insurance or indemnification to protect personnel against claims arising from actions taken in the scope of employment.

Clarification Statement

Liability coverage for public entities typically includes civil liabilities such as negligence, bodily injury, property damage, and employment-related claims. In California, such coverage is commonly provided through joint powers authorities (JPAs), such as the California JPIA (CJPIA), municipal self-insurance pools, or other risk pools, which allow member agencies to share risks and purchase excess insurance if needed. Coverage specifics (including limits, types of claims included, and retention levels) vary by program.

Suggested Proofs of Compliance

- Liability insurance policy and procedure
- Coverage documentation
- Risk management procedures

Section 5.4 - Accreditation Governance

5.4.1 Accreditation Program Oversight (M)

Standard Statement

The agency shall designate a qualified individual to manage accreditation responsibilities. In smaller agencies, this role may be assigned as a collateral duty. The designated person shall complete an Accreditation Manager Training Course from a recognized law enforcement accreditation coalition or other Accreditation Manager training as approved by the California Police Chiefs Association/CAPS. Initial training should be completed within the first year of assignment, and every two years thereafter.

Clarification Statement

This person shall receive relevant training and be supported by executive leadership.

Suggested Proofs of Compliance

- Accreditation manager job description
- Training records
- Calendar of deliverables

5.4.2 Standards File Maintenance (M)

Standard Statement

The Accreditation Manager shall establish a procedure for organizing and maintaining files documenting compliance with each standard.

Clarification Statement

All standards files will be maintained electronically through the CAPS approved electronic records management software to ensure consistency, accessibility, and security. Files should be organized in a clear structure and readily accessible for inspection or review.

Suggested Proofs of Compliance

- File structure documentation
- Sample digital
- Internal audit checklists

5.4.3 Annual Standards Compliance Review (M)

Standard Statement

The agency shall conduct a review of the status of compliance of the accreditation files for currency and completeness, at least annually.

Clarification Statement

The compliance review is a systematic process to confirm the agency follows the standards. It should be detailed, based on evidence, and focused on ensuring compliance while also finding areas for improvement. The review must include updates to laws, policies, or the agency's structure and be properly documented. It can be carried out by the accreditation team, an internal review team made up of members from different operational units with the right expertise, oversight, and impartiality, or by members of other law enforcement agencies involved in the accreditation process. The review should be done at least once a year, but the agency can also set up quarterly or more frequent reviews. An annual compliance review helps ensure the agency keeps evaluating and recording compliance, preventing it from falling behind in the accreditation process.

Suggested Proofs of Compliance

- Identification/designation of reviewers
- Annual review logs/report
- Standards update reports
- Review team meeting minutes

Section 5.5 - Public Information and Community Relations

5.5.1 Public Information Function (M)

Standard Statement

A written directive specifies the position in the agency responsible for the public information function.

Clarification Statement

A Public Information Officer (PIO) or Media Relations Officer may be designated as the single point of contact to reduce unauthorized disclosure of sensitive or privileged information.

Suggested Proofs of Compliance

- Organizational chart listing PIO
- Job description or designation memorandum
- Media releases, interviews,
- PIO activity reports

5.5.2 Releasing Information (M)

Standard Statement

A written directive identifies the position of those within the agency who may release information to the media:

- a. At the scene of an incident
- b. From agency files
- c. Concerning ongoing investigations
- d. When the PIO is unavailable
- e. Through social media

Clarification Statement

Releases shall comply with applicable laws and may be coordinated with prosecutors in cases of deaths or major crimes.

Suggested Proofs of Compliance

- List of authorized personnel
- Example press release log

5.5.3 Disclosure of Records of Peace Officers (M)

Standard Statement

The agency shall maintain clear written procedures for responding to public records requests involving peace officer personnel records, including:

- a. Disclosure of officer incidents and investigation findings required by applicable laws
- b. Redaction of names, photos, and ranks of undercover officers, task force members, or officers subject to verified death threats
- c. Withholding or redaction of records when there is a well-founded belief that disclosure could endanger the safety of law enforcement or custodial personnel

Clarification Statement

The directive shall balance legal transparency with officer safety and privacy, in compliance with the California Public Records Act and applicable statutory exceptions. Records shall be released in accordance with applicable laws regarding public access to use-of-force records and recordings.

Suggested Proofs of Compliance

- Examples of requests
- Examples of responses

5.5.4 Media Access (M)

Standard Statement

The agency shall maintain a written directive governing access for media representatives, including photographers, to:

- Scenes of major fires, natural disasters, catastrophic events, and other major incidents
- Established scene perimeters

Clarification Statement

Controlling media access to critical scenes is vital for ensuring safety, protecting evidence, and maintaining operational efficiency during major incidents. It prevents exposure to hazards, preserves the integrity of crime scenes, and allows first responders to focus without distraction. It also safeguards privacy by regulating sensitive coverage and ensures consistent, fair media access. The written directive shall balance media coverage needs with public safety and ethical concerns.

Suggested Proofs of Compliance

- Scene access log/reports
- Critical incident reports

5.5.5 Social Media (M)

Standard Statement

The agency shall maintain a written directive governing social media use by all personnel, addressing both official and personal activity, and shall include at a minimum:

- The CEO or designee shall approve all official agency social media content before posting.
- Personnel shall not post or share any confidential, restricted, or investigative information, or any material that could compromise safety, operations or privacy.
- On or off duty, personnel shall not post or engage in social media activity that could discredit the agency, undermine public trust, or conflict with the Law Enforcement Code of Ethics or California POST Standards.
- The agency shall provide training, monitor compliance, and take corrective or disciplinary action for violations.

e. Personnel may report misconduct, unlawful practices, or safety concerns in good faith without fear of discipline.

Clarification Statement

Responsible use of social media by law enforcement helps protect privacy, prevent misinformation, and maintain professionalism. Proper use safeguards sensitive information, avoids spreading unverified details, and prevents the perception of bias or partiality. It also helps ensure officer safety by reducing exposure of personal information, preserves public trust by upholding transparency and accountability, and minimizes reputational and legal risks.

Equally important, the agency supports and protects employees who, in good faith, report misconduct, unethical behavior, or violations of law or policy. Responsible social media policies should never discourage or penalize legitimate whistleblowing or the reporting of concerns through proper channels.

Ultimately, disciplined and ethical social media use allows officers to focus on their duties, strengthens community relationships, and upholds the integrity and credibility of the law enforcement profession.

Suggested Proofs of Compliance

- Disciplinary records (if applicable)
- Approved content examples

Section 5.6 - Information Technology and Cybersecurity

5.6.1 Cybersecurity Policy (M)

Standard Statement

The agency shall maintain a written cybersecurity policy to protect systems, data, and communications from unauthorized access, compromise, or loss.

- a. Policies should be reviewed annually or upon major IT changes.
- b. All personnel with access to agency information systems shall complete annual cybersecurity awareness training. Initial training shall be completed within 30 days of system access.

Clarification Statement

The policy should address cybersecurity and information protection, including password management, account lockout settings, firewall protections, malware defense, employee responsibilities, database security, and breach response protocols. It should also include procedures for the acquisition, review, and formal approval of new or evolving technologies, ensuring safe deployment and use for duty purposes. Training should cover phishing, social engineering, password

hygiene, safe handling of criminal justice information, and proper use of emerging tools—such as AI applications—emphasizing careful consideration of what information is uploaded, how responses are applied, and maintaining confidentiality and security of sensitive data.

Suggested Proofs of Compliance

- Network access control logs
- Incident response plan or protocol
- Annual review of the written directive
- Cybersecurity training curriculum
- Attendance records or learning management system (LMS) logs
- Post-training assessment or attestation forms

5.6.2 Authorized Use of Technology (M)

Standard Statement

The agency shall establish a written directive governing employee use of agency-owned computers, networks, mobile devices, and software systems.

Clarification Statement

The directive should prohibit unauthorized access to sensitive systems, personal use that jeopardizes system security, and any use that violates law or policy. The directive should also address email use, internet browsing, and personal devices if allowed.

Suggested Proofs of Compliance

- Acceptable use policy and procedure
- Signed user agreements
- Disciplinary records for misuse
- IT audits or monitoring logs

5.6.3 CJIS Security Policy Compliance (M)

Standard Statement

The agency shall maintain a written directive ensuring compliance with the FBI CJIS Security Policy for handling criminal justice information.

Clarification Statement

The directive shall address secure access to systems, encryption of data at rest and in transit, background checks for authorized personnel, and audit tracking. All relevant systems shall meet CJIS technical and policy requirements.

Suggested Proofs of Compliance

- CJIS compliance certification or documentation
- System access logs
- Personnel background screening records
- Encryption standards documentation

5.6.4 IT System Access Controls (M)

Standard Statement

The agency shall implement and document access control measures for all critical information systems, including user authentication, password security, and access permissions based on job role.

Clarification Statement

All access shall be logged and subject to periodic review. Multi-factor authentication is encouraged where possible.

Suggested Proofs of Compliance

- System audit logs
- User role assignment documentation
- Password or login configuration screenshots

5.6.5 Data Breach and Incident Response (M)

Standard Statement

The agency shall maintain a written incident response plan outlining procedures for detecting, reporting, and responding to cybersecurity incidents or data breaches.

Clarification Statement

The plan should define incident types, notification timelines, mitigation protocols, and responsible roles. Agencies shall report significant breaches in accordance with applicable law.

Suggested Proofs of Compliance

- Incident report forms
- Post-incident debriefs or corrective action reports

- Legal notifications to affected individuals or entities

5.6.6 Artificial Intelligence/AI (M)

Standard Statement

If the agency permits employee use of Artificial Intelligence (AI) tools, it shall establish a written directive that defines authorized uses, limitations, and expectations to ensure responsible and appropriate application.

Clarification Statement

The directive should outline the types of Artificial Intelligence (AI) tools including generative AI, automated decision systems, and machine-learning tools employees may use, the purposes for which they are authorized, and any restrictions necessary to protect sensitive information, maintain data integrity, and uphold legal and ethical obligations. It should address considerations such as confidentiality, accuracy, bias mitigation, and supervisory approval when required. The directive may also specify training requirements and provide examples of appropriate and prohibited uses to ensure consistent and responsible application across the agency.

Suggested Proofs of Compliance

- Examples of reports where generative AI was used,
- Audit logs or system metadata
- Information Security Review or Risk Assessment for each authorized AI tool.
- Access control lists showing who is authorized to use AI systems.
- Signed confidentiality agreements acknowledging prohibited uses (e.g., no entry of sensitive data into public AI).
- System security configuration documentation, demonstrating encryption, restricted access, and data retention safeguards.
- CLETS compliance check results

Chapter 6: Personnel & Organizational Development

People are the agency's most critical asset, and sustaining a strong workforce requires clear standards across the employee lifecycle. This chapter provides a framework for recruitment, promotion, workplace conditions, safety, performance management, conduct, and training, all aligned with California law, CA POST guidance, and collective bargaining obligations.

The standards ensure fair and transparent hiring, succession planning, and evaluation, while supporting wellness, safety, and retention. They reinforce accountability through clear conduct expectations, lawful discipline, complaint processes, and required reporting to CA POST. They also promote equity, inclusion, and continuous professional development through training and certification at every career stage.

Together, these standards build a disciplined and people-centered system that fosters readiness, fairness, and professionalism, ensuring personnel are equipped to serve the community with integrity.

Section 6.1 - Recruitment and Hiring

6.1.1 Selection Process (M)

Standard Statement

The agency shall maintain a written directive outlining a formal selection process for all positions, which includes:

- a. Minimum qualifications
- b. Application and screening procedures
- c. Background and reference checks
- d. Candidate evaluation criteria
- e. Designated hiring authority
- f. Documentation of decisions
- g. Periodic review of hiring criteria

Clarification Statement

This standard applies to all positions: sworn, professional, and contracted. A consistent, transparent hiring process ensures qualified and equitable selection aligned with legal and organizational standards.

Suggested Proofs of Compliance

- Job announcements for sworn and civilian/professional staff
- Hiring documentation checklist containing all requirements of the standard
- Background investigation reports

6.1.2 Selection Process for Sworn Positions (M)

Standard Statement

The agency shall maintain a formalized selection process for peace officer applicants that includes:

- Written test
- Oral interview
- Physical proficiency assessment
- Psychological evaluation
- Polygraph examination
- Medical examination
- Comprehensive background investigation (including social media audit)

Clarification Statement

Backgrounds investigations shall follow CA POST requirements and California law. Social media audits shall respect civil rights and identify indicators of bias or unlawful conduct. Peace officer applicants shall be at least 21 years of age at the time of appointment.

Suggested Proofs of Compliance

- Job announcement for sworn positions
- Completed Checklist of application, and hiring process for applicants including every requirement listed in the standard.
- Summary of medical, psychological evaluations
- Eligibility list

6.1.3 Job Classifications (M)

Standard Statement

The agency shall maintain current and updated job descriptions for all approved positions and classifications.

Clarification Statement

Job descriptions should clearly detail required skills, qualifications, and responsibilities. These can be overseen by the agency or the parent HR department. Job classifications shall comply with applicable state labor laws and align with both operational and legal standards. Agencies should regularly review classifications to ensure they remain consistent with CA POST mandates and local bargaining agreements.

Suggested Proofs of Compliance

- Job classification matrix
- Position descriptions
- HR documentation

6.1.4 Equal Employment Opportunity and Recruitment (M)

Standard Statement

The agency is committed to Equal Employment Opportunity and maintains an inclusive recruitment plan that promotes diversity and makes reasonable efforts to represent the demographics of the service area.

Clarification Statement

Agencies should actively recruit a workforce that reflects community demographics and advertise their commitment to EEO in materials and on their website.

Suggested Proofs of Compliance

- Job announcement
- Recruitment plan
- Public recruitment materials

Section 6.2 - Promotion and Succession

6.2.1 Written Promotion Announcement (M)

Standard Statement

The agency publishes written promotion announcements that include:

- a. Promotional opportunity classification and description
- b. Requirements for participation
- c. Description of the evaluation and selection process
- d. Schedule and location of testing

Clarification Statement

Promotional processes shall be clear and equitable. Testing should be non-discriminatory and consistently administered.

Suggested Proofs of Compliance

- Promotion announcement examples
- Testing and interview rubrics
- Candidate evaluation documentation
- Ranking lists
- Completed interview and evaluation checklists

6.2.2 Promotion Administration (M)

Standard Statement

A written directive identifies the position responsible for administering the promotion process within the agency.

Clarification Statement

The agency should identify a position responsible for administering the promotional process. When external departments (e.g., HR, Civil Service Commissions) administer the promotion process, the agency should maintain documentation describing roles, coordination procedures, and dispute resolution mechanisms. Agencies should maintain written documentation of shared or delegated responsibilities and ensure consistency with civil service or collective bargaining agreements.

Suggested Proofs of Compliance

- Organizational chart showing responsibility
- Administrative MOUs or agreements

6.2.3 Promotion Procedures (M)

Standard Statement

Promotion procedures shall be job-related, non-discriminatory, and as transparent as possible, within the bounds of the law.

Clarification Statement

All testing and selection tools shall comply with EEOC guidelines and be legally defensible.

Suggested Proofs of Compliance

- Validation documentation of tests

6.2.4 Supervisory Development (M)

Standard Statement

The agency has a written directive that requires all newly promoted supervisors to receive job-related training either before or within their first year of assuming new responsibilities.

Clarification Statement

Agencies should implement a supervisory development strategy that encompasses mentorship, leadership training, and succession planning. Ideally, newly promoted supervisors should receive training prior to assuming their duties. If pre-assignment training is not feasible, it should be completed within 12 months of the supervisory assignment.

Suggested Proofs of Compliance

- Supervisor training curriculum
- Attendance rosters
- Mentorship program materials

6.2.5 Organizational Leadership Development (M)

Standard Statement

The agency shall maintain a written directive establishing a plan to train and develop personnel for future leadership responsibilities, ensuring organizational continuity during periods of transition or change.

Clarification Statement

This plan should focus on building leadership capacity across the organization rather than designating specific successors outside of formal promotional processes. Leadership development may include structured mentorship, participation in leadership academies, rotational or “acting” assignments, and professional development opportunities that prepare personnel to assume greater responsibilities. The goal is to create a pipeline of well-prepared leaders who can step into critical roles when vacancies or transitions occur, while still maintaining fair and competitive promotional processes.

Suggested Proofs of Compliance

- Agency leadership development plan or program materials
- Documentation of mentorship or coaching initiatives
- Records of participation in leadership academies or professional development programs
- Policies outlining temporary or acting supervisor assignments

6.2.6 Probationary Period (M)

Standard Statement

The agency shall implement a performance-based probationary period of at least six months for all newly promoted personnel.

Clarification Statement

This allows evaluation of an employee's adjustment to new responsibilities.

Suggested Proofs of Compliance

- Evaluations during probation
- Documentation showing start of the probationary period

Section 6.3 - Compensation, Benefits & Working Conditions

6.3.1 Compensation (M)

Standard Statement

Complete and current compensation information shall be available to all personnel, including:

- a. Entry-level and differential salary ranges
- b. Special skill compensation
- c. Compensatory time and overtime policies
- d. Employment agreements and benefits

Clarification Statement

An agency should maintain complete and current compensation information that is accessible to all personnel to ensure transparency, fairness, morale, legal compliance, and organizational effectiveness.

Suggested Proofs of Compliance

- Compensation guide
- MOUs or labor agreements
- Employee portal documentation

6.3.2 Health, Disability Insurance and Retirement Benefits (M)

Standard Statement

The agency shall make current information available to all personnel regarding:

- a. Retirement programs
- b. Health insurance
- c. Disability and death benefits

Clarification Statement

Benefits information should be provided in accessible formats and regularly updated during open enrollment periods or when legislative or contractual changes occur. Agencies should ensure benefit summaries are updated regularly and accessible to employees via print or online portals. Information should include eligibility, coverage limits, and contribution rates.

Suggested Proofs of Compliance

- Benefit summaries
- Open enrollment documents
- Retirement system guides

6.3.3 Leave (M)

Standard Statement

The agency shall provide complete and current information to all personnel regarding leave policies, including:

- a. Administrative
- b. Holiday
- c. Sick/FMLA
- d. Bereavement
- e. Vacation

Clarification Statement

Employees should be made aware of all available leave options to ensure fair use and understanding.

Suggested Proofs of Compliance

- Leave policies or handbook excerpts
- Employee orientation materials

6.3.4 Off-Duty Employment (M)

Standard Statement

If off-duty employment is permitted, a written directive shall include:

- a. Approval requirements
- b. Prohibited employment types
- c. Review and revocation processes
- d. Assigned authority for administration

Clarification Statement

Off-duty work shall be outside the scope of peace officer duties and should be monitored to prevent conflicts of interest. Off-duty employment shall comply with California law concerning incompatible activities.

Suggested Proofs of Compliance

- Off-duty work policy and procedure
- Approval request forms

6.3.5 Uniforms/Equipment (M)

Standard Statement

A written directive shall govern agency-issued or approved uniforms and equipment. It shall include:

- a. Use of uniforms/equipment in law enforcement functions
- b. Ballistic vest issuance
- c. Reflective traffic vest requirements

Clarification Statement

Reserve officers shall also be included if their duties involve similar risks.

Suggested Proofs of Compliance

- Uniform and equipment policy and procedure
- Equipment issuance records
- PPE compliance logs

6.3.6 Medical Examinations (M)

Standard Statement

Any physical, medical, or psychological examination required by the agency shall be provided at no cost to the employee.

Clarification Statement

Includes pre-employment, fitness-for-duty, and evaluations stemming from investigations. These examinations shall align with applicable laws covering employer obligations for work-related medical evaluations.

Suggested Proofs of Compliance

- Policy on agency-funded exams
- Contracted provider invoices
- Employee communications

6.3.7 Wellness Plan (M)

Standard Statement

The agency shall maintain a written directive encouraging employee wellness and addressing compliance with applicable state mandates.

Clarification Statement

A comprehensive, accessible, confidential, and proactive wellness plan should address the following core areas: mental and emotional health, suicide prevention, physical fitness and medical care, family and social support, financial well-being, substance use prevention and recovery, and personal growth. The program should be evaluated periodically.

Suggested Proofs of Compliance

- Wellness policy and procedure
- Peer support program materials
- EAP referral logs

6.3.8 Personally Owned Duty Equipment (M)

Standard Statement

If the agency permits personnel to use personally owned duty equipment (e.g., firearms, body armor, uniforms, electronic devices, protective equipment), a written directive shall govern the approval, inspection, training, and maintenance requirements for such equipment.

Clarification Statement

The directive shall address:

- Inspection and Approval of the personal equipment

- Firearm Compliance with CA POST standards, agency qualification requirements, and all applicable federal and California laws.
- Body Armor Standards and protective equipment must meet ballistic performance standards certified by the California DOJ and comply with applicable NIJ standards. Only DOJ-certified armor may be used by peace officers.
- The agency shall maintain records of all approved equipment and ensure personnel are trained in its safe and appropriate use.
- The agency authority to prohibit use of any personally owned equipment that fails to meet safety, performance, or liability standards.

Suggested Proofs of Compliance

- Inspection and approval records
- Qualification and training logs
- Equipment approval/denial documentation

Section 6.4 - Occupational Safety & Hazard Control

The safety and well-being of personnel are fundamental to the effectiveness of law enforcement operations. Agencies have a responsibility to identify, control, and mitigate occupational hazards to ensure a safe working environment for employees, volunteers, and the community they serve.

This section establishes occupational safety and hazard control standards in compliance with Cal/OSHA regulations and other relevant California laws. Key focus areas include prevention of bloodborne pathogen exposure, hazardous materials handling and response, Cal/OSHA compliance, fire safety and emergency preparedness, indoor firing range lead monitoring and abatement, and hearing conservation programs. These standards are designed to minimize occupational risks, ensure legal compliance, and foster a proactive culture of safety within the organization.

6.4.1 Bloodborne Pathogen Prevention (M)

Standard Statement

The agency shall maintain a written Exposure Control Plan (ECP) that complies with Cal/OSHA Bloodborne Pathogens Standard to prevent, respond to, and manage occupational exposure to bloodborne pathogens. The plan shall include:

- a. Identify job roles and tasks with exposure risk.

- b. Prohibit eating, drinking, smoking, applying cosmetics/lip balm, and handling contact lenses in exposure-risk areas.
- c. Ensure availability of handwashing and hygiene facilities.
- d. Implement sharps disposal, biohazard labeling, needleless systems, and splash guards to minimize exposure.
- e. Provide appropriate Personal Protective Equipment (PPE) (gloves, gowns, eye/face protection) at no cost; enforce proper use, cleaning, and disposal procedures.
- f. Establish cleaning and disinfecting protocols for contaminated surfaces and equipment; handle contaminated laundry with care and proper labeling.
- g. Offer Hepatitis B Vaccination series to all personnel with occupational exposure at no cost as soon as feasible after initial assignment.
- h. Post-Exposure Response: Provide prompt, confidential medical evaluation and follow-up per current Public Health Service guidelines.
- i. Conduct training at initial assignment, annually, and after procedural changes, covering ECP, exposure risks, PPE, incident response, and employee rights.
- j. Maintain medical records for employment and training records according to applicable records retention schedule; records must be accessible for Cal/OSHA review.
- k. Review and update the ECP annually or as needed.
- l. Ensure plan accessibility to all personnel in digital or printed form.

Clarification Statement

Law enforcement personnel face occupational exposure risks to bloodborne pathogens such as HIV, HBV, and HCV. The agency's Exposure Control Plan ensures compliance with Cal/OSHA standards. Under California's Cal/OSHA Bloodborne Pathogens Standard law enforcement agencies must offer the Hepatitis B vaccine free of charge to employees with occupational exposure as soon as feasible after assignment. It is recommended offering the vaccine within 7–10 working days of assignment to at-risk personnel. Officers may refuse the vaccine but must sign a formal declination form. If they later choose to receive it, the agency must provide it. Following any exposure incident, the agency must provide a confidential medical evaluation and arrange for follow-up care. First aid providers who only occasionally render aid must be offered the vaccine within 24 hours if exposed. The agency may develop its own Exposure Control Plan or adopt a plan developed and implemented by the parent agency or higher authority, provided the plan is specific to the operational duties and exposure risks of agency personnel, complies fully with Cal/OSHA requirements, is accessible to all affected personnel, and is reviewed and updated as required.

Suggested Proofs of Compliance

- Exposure Control Plan document
- Training rosters or schedules
- Decontamination procedure logs
- Documentation of Hepatitis B offered to employees, documented refusal, documented application
- Exposure/Incident logs
- Worksite evaluations or safety audits

6.4.2 Hazardous Communication and Materials (M)

Standard Statement

The agency shall maintain a written directive for responding to hazardous materials, including:

- a. Container labeling procedures
- b. Availability of Safety Data Sheets (SDS)
- c. Other visual or physical warnings
- d. Access to the North American Emergency Response Guidebook (NAERG)
- e. Capability to observe incidents from a safe distance

Clarification Statement

Hazardous materials incidents pose serious risks to California law enforcement personnel. Compliance with Cal/OSHA HAZWOPER and the Hazard Communication Standard ensures officers can safely identify and respond to these hazards.

Proper container labeling and availability of Safety Data Sheets (SDS) are required to provide critical hazard information and safe handling instructions. Use of visual warnings such as placards and barrier tapes aids in establishing secure perimeters, as mandated under California law.

Access to the North American Emergency Response Guidebook (NAERG) supports informed initial response actions, while protocols for safe-distance observation protect personnel from unnecessary exposure. Observation tools may include binoculars, drones, or other distance-monitoring equipment.

Suggested Proofs of Compliance

- Hazardous materials response incident reports
- SDS documentation
- Equipment inventory (e.g., drones, binoculars)

- PPE distribution logs
- Equipment inventory records
- OSHA compliance documentation

6.4.3 Fire Extinguishers (M)

Standard Statement

The agency shall provide and maintain fire extinguishers throughout its facilities and vehicles. Fire extinguishers must be inspected and serviced as follows:

- Monthly internal inspections shall be conducted by trained agency personnel to verify extinguisher readiness and proper placement
- Annual inspections and maintenance must be performed by a qualified external service provider certified to comply with NFPA 10

Clarification Statement

Fire extinguishers are provided and inspected in accordance with Cal/OSHA General Industry Safety Orders and the California Fire Code.

Suggested Proofs of Compliance

- Inspection logs (monthly and annual)
- Fire extinguisher location map
- Training records for internal inspectors

6.4.4 Hazardous Materials Lead Exposure - Indoor Firing Ranges (M)

Standard Statement

If the agency operates a non-lead-free indoor firing range, it shall conduct annual monitoring for airborne and surface lead exposure to ensure personnel safety.

Clarification Statement

Annual lead exposure testing must comply with the permissible exposure limits and requirements outlined in California law.

Suggested Proofs of Compliance

- Annual lead exposure testing reports
- Range safety and maintenance records
- Environmental test results

6.4.5 Hearing Conservation Program (M)

Standard Statement

The agency shall maintain a hearing conservation program requiring the use of appropriate hearing protection devices when personnel are exposed to high noise levels for prolonged periods or during loud operations.

Clarification Statement

The hearing conservation program shall include noise monitoring, employee training, audiometric testing, and provision of hearing protection devices as required by California law. These regulations mandate ongoing evaluation of noise exposure levels and health surveillance to protect employees from noise-induced hearing loss.

Suggested Proofs of Compliance

- Records of noise exposure monitoring
- Audiometric testing results for personnel
- Employee training documentation on hearing protection
- Inventory and maintenance records for hearing protection devices
- Logs of equipment inspections
- Documentation of noise-related incidents and agency responses

Section 6.5 - Performance Evaluations

6.5.1 Annual Performance Evaluations (M)

Standard Statement

The agency shall maintain a comprehensive written directive outlining an annual performance evaluation system applicable to all personnel, including sworn officers, professional (civilian) staff, and reserve officers. This system shall include clearly defined, job-related performance measures and expectations that are aligned with each employee's specific roles and responsibilities.

Clarification Statement

Performance evaluations shall be completed for all full-time employees, regardless of position. The agency may also elect to conduct evaluations for part-time employees, volunteers, and contracted personnel, depending on their duties and level of involvement in agency operations. The evaluation process shall promote accountability, support professional development, and ensure consistency and fairness in performance assessments. Additionally, the system shall incorporate counseling and coaching components to address performance deficiencies, reinforce strengths, and support continuous improvement. Employees shall be guided in establishing individualized short- and long-

term goals to enhance their job performance, encourage career growth, and align personal development with organizational objectives.

Suggested Proofs of Compliance

- Performance evaluation forms
- Annual review calendar
- Evaluator training materials
- Completed evaluations

6.5.2 Instruction for Evaluating Performance (M)

Standard Statement

The agency shall have a written directive that requires all raters to be trained in evaluation procedures before assuming rating responsibilities.

Clarification Statement

Training ensures consistency, fairness, and understanding of evaluator responsibilities.

Suggested Proofs of Compliance

- Rater training records
- Instructional materials

6.5.3 Probationary Employees (M)

Standard Statement

The agency shall evaluate all probationary employees at least quarterly.

Clarification Statement

Evaluations should include performance, adherence to policy, and job suitability.

Suggested Proofs of Compliance

- Probationary evaluation schedule
- Completed evaluation forms

6.5.4 Acknowledgment of Performance Evaluation (M)

Standard Statement

The agency shall maintain a written directive that ensures employees have the opportunity to review, comment, and sign their completed evaluations.

Clarification Statement

Employees should be provided reasonable time to review their evaluations, add written comments or rebuttals, and sign to acknowledge receipt. Acknowledgment of receipt does not necessarily indicate agreement with the evaluation. Employees shall also be provided a copy for their records in accordance with California law.

Suggested Proofs of Compliance

- Signed evaluations
- Acknowledgment forms

6.5.5 Rated by Immediate Supervisor (M)

Standard Statement

An agency shall maintain a written directive that specifies employees shall be rated by their immediate supervisor, based solely on performance during the designated period.

Clarification Statement

Evaluations should be conducted by the employee's direct supervisor who has observed performance during the designated period. This ensures accurate assessment and reduces bias. Supervisors shall be trained in evaluation procedures to maintain consistency, fairness, and compliance with agency policy and California employment law.

Suggested Proofs of Compliance

- Evaluation records showing rater identity
- Supervisor assignment logs

6.5.6 Utilization of Performance Evaluations (M)

Standard Statement

The agency shall maintain a written directive describing how evaluation results are used within the agency.

Clarification Statement

Evaluations may be considered in promotions, specialized assignments, or development plans.

Suggested Proofs of Compliance

- Records of use in decision-making

6.5.7 Contested Evaluation Reports (M)

Standard Statement

The agency shall maintain a written procedure for addressing contested evaluation reports.

Clarification Statement

Procedures should allow employees to contest evaluations through a structured review or appeal process. The directive should specify timelines (e.g., 15 working days), documentation requirements, and roles of supervisors or HR personnel.

Suggested Proofs of Compliance

- Appeal process documentation
- Contested evaluation files

6.5.8 Retention Period (M)

Standard Statement

The agency shall maintain a written directive that establishes a retention period for performance evaluations consistent with California retention schedules.

Clarification Statement

Agencies shall follow statutory timelines for retention and destruction.

Suggested Proofs of Compliance

- Archived evaluation logs

6.5.9 Copies of Performance Evaluations (M)

Standard Statement

The agency shall maintain a written directive that states employees shall be provided access to or copies of completed performance evaluations upon request.

Clarification Statement

Providing employees access to their completed performance evaluations supports transparency, accuracy, and professional growth, while also promoting legal compliance and organizational trust. It empowers personnel to take ownership of their performance and development, reinforcing a healthy workplace culture.

Suggested Proofs of Compliance

- Records of distributed copies
- Policy on evaluation access

6.5.10 Unsatisfactory Performance (M)

Standard Statement

The agency shall maintain a written directive that specifies employees shall be notified of unsatisfactory performance as soon as practicable and offered the opportunity to improve through appropriate intervention.

Clarification Statement

Employees should be informed of unsatisfactory performance to promote fairness, accountability, legal compliance, and provide an opportunity for improvement. Notifying employees about poor performance helps them understand where their behavior or work falls short. This prevents situations where an employee is caught off guard by disciplinary actions, demotions, or termination without prior warning. It demonstrates a transparent and fair performance management process. Early notification allows employees the chance to improve their behavior or performance, enabling coaching, additional training, or support that can help them succeed. It also encourages personal accountability and growth.

Corrective actions may include verbal counseling, written warning, a performance improvement plan, training, or coaching to support improvement.

Suggested Proofs of Compliance

- Notification forms
- Performance improvement plans

Section 6.6 - Standards of Conduct & Discipline

6.6.1 Standards of Conduct (M)

Standard Statement

The agency shall provide all employees with a written directive outlining standards of conduct and appearance.

Clarification Statement

Clearly communicated expectations are essential for holding employees accountable. Agencies shall ensure personnel receive and understand these standards before being held to them.

Suggested Proofs of Compliance

- Standards of conduct and dress code directive
- Signed acknowledgments by employees
- Employee handbook or orientation materials

6.6.2 Disciplinary Process (M)

Standard Statement

The agency shall maintain a written directive establishing a disciplinary process consistent with California law. It shall include:

- a. Grounds for discipline
- b. Types of actions
- c. Roles in the process
- d. Investigation and discipline timelines per California law

Clarification Statement

The directive should clearly outline the levels of corrective and punitive action, the supervisory authority responsible for initiating or approving such actions, and the procedural protections afforded to employees. It should guide disciplinary decisions based on factors such as the nature and severity of the misconduct, the employee's work and disciplinary history, the impact on the agency and community, implications for the officer's peace officer license, and any relevant aggravating or mitigating circumstances.

Discipline should follow a progressive approach when possible, providing employees an opportunity to correct behavior before more severe consequences are imposed. Progressive actions may include verbal counseling, written reprimand, Performance Improvement Plan (PIP), loss of privileges or duties, mandatory retraining, or temporary reassignment

If disciplinary action is proposed—such as suspension, demotion, or termination, the agency must follow pre-discipline Skelly due process requirements. This includes written notice of the proposed action, disclosure of the evidence supporting the action, and an opportunity for the employee to respond, either in writing or at a Skelly meeting, prior to final discipline

All disciplinary actions must be thoroughly documented and maintained in accordance with legal requirements. Employees shall receive written notification of all disciplinary decisions and must be informed of their right to grieve or appeal the action through the agency's established procedures or, where applicable, through collective bargaining agreement (CBA) provisions.

Suggested Proofs of Compliance

- Documentation of disciplinary actions
- Training on disciplinary procedures

6.6.3 Supervisory and Command Staff (M)

Standard Statement

A written directive shall define the roles and authority of supervisors and command staff within the disciplinary process.

Clarification Statement

The directive shall specify which supervisory levels may apply training, counseling, or recommend punitive action, including involvement in the Skelly process. Supervisors must receive training on disciplinary procedures, legal standards, and equitable decision-making. Compliance is assessed through policy reviews, interviews, case file audits, and confirmation of Skelly procedures.

Suggested Proofs of Compliance

- Chain of command for discipline chart
- Disciplinary training for supervisors
- Documentation of disciplinary actions

6.6.4 Maintenance of Records (M)

Standard Statement

The agency shall maintain a written directive outlining procedures for retaining disciplinary records in compliance with state retention schedules.

Clarification Statement

Agencies shall ensure records are neither kept longer than required by law nor destroyed too early, as both can expose the agency to liability. Agencies shall also comply with California law, which requires retention of sustained findings of specified peace officer misconduct records for no fewer than 15 years, regardless of local retention schedules.

Suggested Proofs of Compliance

- Disciplinary files with retention logs
- State retention schedule reference

6.6.5 Complaints Against Employees (M)

Standard Statement

The agency shall maintain a written directive governing the receipt, investigation, and resolution of complaints against employees. The directive shall include, at a minimum:

- a. Complaint categories
- b. Procedures for accepting complaints
- c. Protocols for handling anonymous complaints
- d. Required documentation and report formats

- e. Assignment of investigator
- f. Investigation procedures and timeline
- g. Employee rights
- h. Complainant notification
- i. Administrative leave procedures
- j. Prohibition against retaliation
- k. Types of case disposition
- l. Annual complaint statistical summary made available to the public
- m. Records maintenance and confidentiality

Clarification Statement

Investigations shall be thorough, fair, timely, and conducted in a confidential manner, consistent with legal and procedural requirements.

The agency shall produce an annual complaint summary that is available to the public upon request. This summary may be presented in statistical format rather than including case-specific details and should include, at a minimum:

- Total number of complaints received
- Types or categories of complaints (e.g., use of force, discourtesy, misconduct)
- Disposition outcomes (e.g., sustained, not sustained, exonerated, unfounded)
- Complaint trends compared to previous years

The summary can be presented in the annual report or posted on the website.

Investigations shall comply with applicable laws which govern complaint retention, access, and confidentiality.

The agency shall use an Early Intervention System (EIS) to monitor complaint patterns, officer performance indicators, and potential risk factors to enable early supervisory intervention, training, or support.

All investigations shall comply with the Peace Officers' Bill of Rights Act, Skelly due process requirements, and applicable provisions of the agency's Memorandum of Understanding (MOU) or collective bargaining agreement.

Suggested Proofs of Compliance

- Complaint log or database report

- Investigation files showing timelines, notifications, findings and disciplinary actions, including Skelly documentation if applicable.
- Annual complaint summary
- Training records
- Retention and confidentiality practices
- If Early Intervention System is used, documentation showing tracking of complaints or performance trends

6.6.6 Appeal Procedures (M)

Standard Statement

A written directive shall specify appeal procedures for disciplinary actions.

Clarification Statement

The process shall comply with California law, including Skelly due process, which requires advance notice, access to evidence, and an opportunity to respond before discipline is imposed.

Suggested Proofs of Compliance

- Appeal forms or templates
- Hearing documentation

6.6.7 Early Intervention System (M)

Standard Statement

The agency shall maintain a written directive requiring an Early Intervention System (EIS), which includes:

- a. Monitored behaviors and performance indicators
- b. Supervisory roles
- c. Employee notification procedures
- d. Remedial interventions
- e. Referrals to wellness and support resources
- f. Fitness-for-duty evaluation protocols

Clarification Statement

The Early Intervention System (EIS) is a non-punitive proactive system designed to identify and address potential performance issues before they escalate. To promote balanced oversight, agencies are encouraged to include positive performance indicators.

Suggested Proofs of Compliance

- Documentation on reports or referrals
- Documentation of interventions
- Training records on EIS

6.6.8 Rights of Public Safety Officers (M)

Standard Statement

The agency shall maintain a written directive upholding the rights of public safety officers, in compliance with California law.

Clarification Statement

Agencies shall protect officers' rights during disciplinary actions, consistent with the Public Safety Officers Procedural Bill of Rights Act. Supervisors shall be trained in officer protections during administrative investigations.

Suggested Proofs of Compliance

- Officer rights policy and procedure
- Supervisor training records
- Disciplinary action documentation

6.6.9 Reporting Misconduct (M)

Standard Statement

The agency shall maintain a written directive that addresses the role of the agency in reporting complaints of peace officer misconduct to CA POST.

Clarification Statement

Agencies must have clear procedures for notifying and cooperating with CA POST regarding complaints of peace officer misconduct, ensuring that investigations are conducted transparently and in partnership with POST. In fulfilling this responsibility, agencies must also recognize the Peace Officer Standards and Accountability Division's (POSAD) legal authority to suspend or revoke peace officer certifications and must comply fully with that process.

Suggested Proofs of Compliance

- Documentation of agency on reporting misconduct to POST

- Records of correspondence or notifications provided to CA POST
- Retention and access of misconduct investigation records

Section 6.7 - Grievance Procedures

6.7.1 Grievance Procedure (M)

Standard Statement

The agency shall maintain a written grievance procedure that includes the following elements:

- a. A clear definition of eligible grievances
- b. Specific time limits for filing a grievance
- c. Step-by-step procedures with corresponding timelines
- d. Criteria for employee representation during the process
- e. Identification of the responsible position or organizational component
- f. A written description of the grievance and its underlying cause
- g. A written statement outlining the remedy sought

Clarification Statement

Formal grievance procedures promote resolution and fairness. Policies may be found in agency SOPs, MOUs, or labor contracts.

Suggested Proofs of Compliance

- Grievance case files
- Records of resolutions

Section 6.8 - Training and Certification

6.8.1 Basic Academy Training (M)

Standard Statement

All sworn peace officers shall successfully complete a California Peace Officer Standards and Training (POST)-certified Basic Training Academy before assuming full law enforcement duties or exercising peace officer powers.

Officers with prior law enforcement training or experience outside of California may meet this requirement by demonstrating equivalency through the POST Basic Course Waiver process and passing all required examinations.

Clarification Statement

Certification by CA POST is a necessary step toward being licensed to enforce State Law in California. The POST-certified Basic Training Academy provides instruction in critical areas such as constitutional law, use of force, arrest and control techniques, cultural competency, communication skills, and community policing. Successful completion of this training is essential to ensure officers are prepared to perform their duties safely, ethically, and in compliance with legal standards.

Suggested Proofs of Compliance

- Training records
- CA POST certification documentation
- Agency waiver process documentation

6.8.2 Annual Policy Training (M)

Standard Statement

A written directive requires that all sworn personnel receive annual training on departmental policies and procedures. This training shall include, at a minimum, a review of any new, updated, or high-risk policies, and includes at a minimum:

- a. Use of force and de-escalation training
- b. Pursuit Procedures
- c. Search and seizure
- d. Body-worn cameras
- e. Domestic violence involving officers

Clarification Statement

Annual policy training ensures personnel remain current with agency directives and California statutory requirements. Training should be documented, include recent legal or policy changes, and be delivered in a format that verifies employee understanding. Compliance shall align with CA POST standards and related statutory mandates. Signed acknowledgments or electronic confirmations should be retained to demonstrate compliance.

Suggested Proofs of Compliance

- Training logs
- Training curriculum
- Signed acknowledgments

6.8.3 Annual Required Training for Sworn Personnel (M)

Standard Statement

A written directive requires that all sworn personnel complete annual retraining, to include at a minimum:

- a. Legal and legislative updates
- b. Use of force
- c. Tactical Communication/De-escalation techniques
- d. Pursuit Policies and vehicle operations
- e. Racial and Identity Profiling
- f. Firearms qualifications
- g. Bloodborne pathogens and hazardous materials
- h. First Aid/CPR refresher (annual or as established by the certifying organization)
- i. Mental Health/Crisis Intervention
- j. If the agency has and utilizes specialized medical equipment, the agency provides training consistent with CA POST requirements
- k. Other, as defined by the agency

Clarification Statement

The agency should ensure that their sworn officers complete, at a minimum, the annual training required by CA POST. The agency training coordinator is responsible for ensuring that annual training is scheduled as required. Training may be provided by an instructor or through electronic means. Annual training shall also include topics mandated under California law in addition to other CA POST requirements.

Suggested Proofs of Compliance

- Annual training schedule
- Training attendance records
- CA POST training compliance forms

6.8.4 Field Training Program/Police Training Officer (FTO) (M)

Standard Statement

A written directive establishes a California POST approved field training program or police training program for sworn officers, which includes at a minimum:

- a. Selection criteria for Field Training Officers/Police Training Officers
- b. Training requirements for Field Training Officers/Police Training Officers
- c. Supervision of Field Training Officers/Police Training Officers

- d. Reporting responsibilities of Field Training Officers/Police Training Officers
- e. Guidelines for Field Training Officers/Police Training Officers' evaluation of recruits
- f. Rotation of recruit field assignments
- g. Documentation and retention of all recruit training records and performance evaluations

Clarification Statement

Training in actual field conditions shall follow basic training to complement classroom training. Socialization to the agency with an experienced and motivated FTO facilitates this process. Potential FTOs should demonstrate self-motivation and exemplify agency values. Rotation of assignments can include different FTOs, units, shifts, or zones. Documentation of training and evaluations is critical.

Suggested Proofs of Compliance

- FTO selection and training records
- Recruit evaluation forms
- Field training manuals

6.8.5 Training for New Professional (Non-Sworn) Personnel (M)

Standard Statement

A written directive requires that all newly hired professional staff employees shall complete an orientation training program within 30 days of hire. The orientation shall provide foundational knowledge of the agency's mission, structure, policies, and employee responsibilities.

At a minimum, the training shall include:

- a. Agency mission, values, and organizational structure
- b. Code of conduct and ethics
- c. Confidentiality and records handling (including CJIS compliance, if applicable)
- d. Workplace harassment and discrimination prevention
- e. Safety procedures and emergency protocols
- f. Relevant departmental policies and procedures
- g. Role-specific expectations and duties

Clarification Statement

Orientation provides new employees with essential knowledge about the agency's mission, values, structure, and expectations. It sets the tone for professionalism, accountability, and the importance of their role in supporting law enforcement operations.

Suggested Proofs of Compliance

- New hire orientation checklist
- Training certifications

Chapter 7: Lawful Conduct and Community-Focused Policing

Operational policing is the front line of public safety, where agency policies and community expectations are put into practice. This chapter establishes standards for investigations, specialized operations, equipment use, juvenile procedures, crisis response, and crime prevention.

The standards emphasize constitutional policing, ethical investigations, and accountability through practices such as proper search procedures, Brady disclosures, and oversight of specialized equipment. They also ensure lawful and developmentally appropriate handling of juveniles, effective mental health response, and integration of crime analysis with prevention strategies.

By setting clear expectations for patrol, investigative, and engagement functions, this chapter promotes consistency, transparency, and procedural justice. The result is policing that is effective, rights-focused, and responsive to community needs.

Section 7.1 - Criminal Investigations

7.1.1 Investigations (M)

Standard Statement

A written directive shall define when patrol officers are responsible for preliminary and/or follow-up investigations.

Clarification Statement

Defining when patrol officers are responsible for preliminary and/or follow-up investigations ensures clarity in roles and responsibilities. It helps allocate resources efficiently, promotes timely and thorough investigations, and prevents overlap or gaps in case management, ultimately enhancing investigative effectiveness and accountability.

Suggested Proofs of Compliance

- Reports of preliminary and follow-up investigations
- Sample case assignments
- Training materials

7.1.2 Search of Persons (M)

Standard Statement

The agency shall establish and enforce clear policies and procedures governing the lawful search of persons by law enforcement personnel. Searches shall include:

- a. with a warrant
- b. with consent
- c. incident to lawful arrest
- d. pat-downs
- e. strip and visual body cavity searches
- f. exigent circumstances recognized under state and federal law.

Clarification Statement

Searches of persons shall only be conducted in accordance with California and federal law. Officers must be able to clearly articulate the legal basis for any search.

All searches must be reasonable in scope and manner, using the least intrusive means necessary. Pat-downs are limited to detecting weapons and do not authorize full searches without further justification. Strip and visual body cavity searches are governed by California law; manual body cavity searches require a valid warrant.

Body-worn camera footage must be preserved in line with policy. Supervisors will review search records and footage for compliance. Violations may result in discipline, suppression of evidence, or civil liability.

Suggested Proofs of Compliance

- Incident reports
- Sample bodycam footage or search documentation

7.1.3 Informants (M)

Standard Statement

A written directive shall establish procedures for the use and management of informants. The written directive shall include:

- k. Informant eligibility and screening,
- l. supervisory review and approval before the use of an informant.
 - a. Confidentiality and anonymity
 - b. Documentation and record keeping
 - c. Use of informant information
 - d. Officer responsibilities
 - e. Payment and benefits
 - f. Adherence to applicable laws and court rulings

- g. Identification of personnel or units authorized to manage, control or use informants and prohibition for others without such designation(s).

Clarification Statement

A clear directive on the use of informants ensures ethical handling, protects officer and informant safety, maintains investigation integrity, and helps comply with legal requirements. Proper management minimizes risks and supports effective, credible law enforcement operations.

Suggested Proofs of Compliance

- Informant file documentation
- Informant tracking logs
- Interviews with officers/detectives
- Observation of files

7.1.4 Eyewitness Identification Line/Show-Up (M)

Standard Statement

A written directive shall define procedures for line-up or show-up identifications, including:

- a. Conditions under which line-ups may occur
- b. Transport procedures for individuals involved
- c. Instructions provided to witnesses
- d. Prohibition of feedback or influence by the administrator
- e. Documentation requirements

Clarification Statement

Standardized practices reduce the risk of misidentification and bias. Procedures shall comply with California law and DOJ's model policy on eyewitness identification, including the use of blind/blinded administration and standardized witness instructions.

Suggested Proofs of Compliance

- Identification forms and recordings
- Interviews and observations

7.1.5 Open Unsolved Murder Case Reviews (M)

Standard Statement

A written directive shall establish clear procedures for the periodic review and reinvestigation of open unsolved murder cases to ensure thorough and effective case management. The directive shall include:

- a. Eligibility Criteria
- b. Review Process
- c. Reinvestigation Criteria
- d. Active Case Management
- e. Documentation and Oversight
- f. Interagency Coordination
- g. Review Frequency

Clarification Statement

Regular reviews of open unsolved murder cases help ensure investigations stay active and thorough. They offer opportunities to identify new leads, utilize advances in technology or investigative methods, and prevent cases from being overlooked. This process enhances accountability, promotes justice for victims and their families, and builds community trust in law enforcement. The directive should specify which cases are eligible for review and reinvestigation, such as those over three years old, with no identified suspect, and where all investigative leads have been exhausted; outline procedures for comprehensive case file reviews, including examining all evidence, reports, and prior investigative actions; define conditions under which reinvestigation is justified, based on new information, technology, or investigative opportunities; limit reinvestigation to one active case per victim at a time to focus resources effectively; require detailed documentation of review findings, reinvestigation efforts, and supervisory oversight to ensure accountability; set protocols for collaboration with other law enforcement agencies or entities as needed; and mandate scheduled periodic reviews (e.g., annually or biannually) to evaluate case status and investigative approaches.

Suggested Proofs of Compliance

- Cold case review of documentation
- Interview with cold case review team members

7.1.6 Public Recording of Police Activity (M)

Standard Statement

A written directive shall affirm the public's right to record law enforcement in public spaces and prohibit interference unless lawful exigent circumstances exist.

Clarification Statement

This directive affirms the public’s constitutional right to record law enforcement in public spaces. Officers may not interfere with recording unless lawful, clearly defined exigent circumstances exist, such as threats to safety, evidence preservation, or crime prevention.

Suggested Proofs of Compliance

- Incident reports involving recordings

7.1.7 Brady Disclosure Requirements (M)

Standard Statement

A written directive shall specify employee obligations to recognize, document, and report exculpatory evidence and credibility-related information to the appropriate authority within the agency.

Clarification Statement

This directive requires employees to disclose exculpatory information and any credibility concerns consistent with Brady/Giglio obligations and applicable California law. Such disclosures include information that could benefit the defense or affect an employee’s reliability as a witness, including prior dishonesty, misconduct, or other impeachment material. Failure to comply may jeopardize criminal prosecutions and may result in disciplinary action, up to and including placement on a Brady list.

Suggested Proofs of Compliance

- Copies of Brady-related notifications to prosecutors
- Training sign-in sheets and curriculum
- Written policy on Brady and disclosure practices
- Inventory of flagged officers
- Meeting notes or MOUs with the DA’s Office

Section 7.2 - Equipment

7.2.1 In-Car Video Recording Devices (M)

Standard Statement

A written directive shall address the use, management, and retention of department-issued in-car video recording devices and include:

- a. Authorized use
- b. Activation guidelines

- c. Prohibited use
- d. Request and approval procedures for the release of recordings
- e. Data storage and retention
- f. Training
- g. Supervisory review

Clarification Statement

This directive governs the use, management, retention, and release of department-issued in-car video recording devices to ensure accountability, transparency, evidence integrity, protection of individual rights, and proper supervisory oversight of recordings and their disclosure.

Suggested Proofs of Compliance:

- Device usage logs
- Video retention logs
- Requests for the release of video recordings

7.2.2 Body-worn Cameras (M)

Standard Statement

A written directive shall establish procedures for the use, management, storage, and public release of body-worn camera (BWC) recordings. The directive shall include:

- a. Deployment and use
- b. Activation and deactivation guidelines
- c. Medical and privacy considerations
- d. Retention and storage
- e. Access and review
- f. Disclosure of recordings
- g. Delay and redaction
- h. Documentation of delay or redaction
- i. Training
- j. Supervisory review

Clarification Statement

The directive shall ensure accountability, evidence integrity, transparency, supervisory review, and protection of individual rights. Body-worn camera policies shall include redaction and release

procedures consistent with the California Public Records Act and applicable laws, which requires release of critical incident recordings within 45 days unless doing so would substantially interfere with an active investigation.

A comprehensive BWC directive helps maximize the benefits of the technology while minimizing risk, liability, and public concern.

Suggested Proofs of Compliance

- Officer activity logs showing BWC activation
- CAD entries cross-referenced with BWC metadata
- Supervisor spot-checks or audits
- Internal compliance audit reports
- Logs showing deactivation times and corresponding incident details
- Medical Privacy: Redaction logs indicating removal/blurring of medical scenes
- System-generated logs of retention schedules by case type
- Audit logs showing secure access, export, or deletion activity
- Chain-of-custody records for footage used in prosecutions
- Access logs
- Training records on access protocols and privacy rules

7.2.3 Military Equipment Use

Standard Statement

A written directive shall govern the acquisition, deployment, use, and oversight of military equipment by the agency, ensuring compliance with applicable laws, including:

- a. Description and purpose of each type of military equipment
- b. Authorized uses
- c. Required training
- d. Oversight and accountability procedures
- e. Fiscal impact
- f. Procedures for complaints or concerns

Clarification Statement

This standard ensures transparency and accountability in the use of military equipment for policing while ensuring that agencies follow proper approval processes outlined in California law.

Suggested Proofs of Compliance

- Governing body approval records
- Annual military equipment report
- Community engagement documentation
- Inventory and use logs
- Complaint and oversight records
- Training records
- Policy review

7.2.4 Unmanned Aerial Systems (UAS) Operations (M)

Standard Statement

The agency shall maintain a written directive governing the operation of Unmanned Aircraft Systems (UAS), ensuring supervisory approval and compliance with FAA regulations, including Part 107 requirements. The directive shall address:

- a. Operator certification (FAA Part 107 Remote Pilot)
- b. Permitted and prohibited UAS uses
- c. Data management and privacy protections
- d. Flight logging and documentation
- e. Maintenance and inspection schedules
- f. Community transparency guidelines
- g. Compliance with California law for UAS classified as military equipment

Clarification Statement

The directive promotes responsible UAS use, balancing operational benefits with public trust, privacy, and legal compliance.

Suggested Proofs of Compliance

- FAA certifications
- UAS operation logs
- Public notifications and AB 481 reports
- UAS policy and equipment inventory

7.2.5 Automated License Plate Recognition (ALPR) System (M)

Standard Statement

The agency shall maintain a written directive governing ALPR use, including:

- a. Limiting ALPR data sharing to permitted public agencies
- b. Restricting ALPR data retention to no more than 60 days unless matched to a legal hot list

Clarification Statement

These limits protect public privacy while allowing lawful use of ALPR data for public safety. ALPR operations shall comply with applicable laws regarding data use and privacy. In addition, agencies are required to adopt a usage and privacy policy and publish an annual usage and privacy impact report available to the public.

Suggested Proofs of Compliance

- ALPR retention policy and procedure
- ALPR usage logs
- Data access audit trails

Section 7.3 - Reserve Officers & Specialty Assignments

7.3.1 Reserve Officers (M)

Standard Statement

If the agency utilizes Reserve Officers, a written directive shall require that Reserve Officers:

- a. Have full police authority consistent with applicable laws
- b. Meet the same selection criteria as regular officers
- c. Are commissioned only after completing a CA POST-approved basic training program
- d. Wear the same uniform as full-authority peace officers
- e. Are equipped the same as full-authority peace officers performing like functions
- f. Are tested and evaluated for California POST-mandated training with the same frequency and in the same manner as regular officers performing like functions
- g. Are provided industrial insurance protection in the same manner as full-authority peace officers performing like functions

Clarification Statement

Reserve Officers serve as a valuable force multiplier. These standards ensure they are held to the same professional and operational standards as full-time peace officers. This applies to both paid and unpaid Reserve Officers and excludes citizen volunteers in non-law enforcement roles. Classification and deployment shall comply with California law.

Suggested Proofs of Compliance

- Reserve Officer training records
- Directive outlining reserve officer requirements
- Uniform and equipment issue logs
- Insurance enrollment documentation
- CA POST certification records

7.3.2 Specialized Assignment Openings (M)

Standard Statement

The agency shall maintain a written directive requiring that openings for specialized assignments or units:

- a. Be announced in writing agency-wide;
- b. Allow all qualified personnel to apply and compete for such positions;
- c. Ensure that personnel selected meet all applicable California POST minimum standards and required POST training for the assignment.

Clarification Statement

Selections for specialized assignments should be based on the applicant's ability, knowledge, experience, and education as they relate to the specific assignment. The announcement shall clearly describe the assignment, including the required skills, expertise, and qualifications, the expected duration of the assignment, the process by which applicants will be evaluated and selected, and ensure that all personnel meet applicable California POST minimum standards and required POST training for the assignment.

Suggested Proofs of Compliance

- Internal postings or announcements for specialty assignments
- Directive outlining the application and selection process
- List of qualifications and selection criteria
- Applicant evaluations or scoring matrix

Section 7.4 - Juvenile Procedures

7.4.1 Juvenile Procedures (M)

Standard Statement

The agency shall maintain a written directive governing procedures for interacting with juveniles in both criminal and non-criminal situations, in accordance with applicable California law and best practices.

Clarification Statement

The directive shall provide guidance on: field procedures for juvenile contact, criteria for release to parents or guardians, alternatives to arrest or detention, referrals to probation, diversion programs, or child welfare services, documentation and reporting requirements, ensuring the juvenile's legal rights are upheld during all interactions. This policy is critical to ensure compliance with California law, protect juvenile rights, and promote consistent, fair, and lawful treatment in all encounters involving minors.

Suggested Proofs of Compliance

- Reports regarding contact with juveniles to include custodial and release

7.4.2 Release of Juveniles (M)

Standard Statement

The agency must have a written directive that outlines procedures for releasing juveniles to a parent, guardian, or responsible adult, in compliance with California law.

Clarification Statement

The directive should identify categories of offenses (e.g., status offenses) where release is appropriate, and include verification of identity and relationship, documentation requirements, criteria for safe release, notification protocols, referrals, and conditions.

Suggested Proofs of Compliance

- Case reports with release documentation
- Parent/guardian notification records

7.4.3 Referral to Intake (M)

Standard Statement

The agency shall maintain a written directive establishing criteria for referring juvenile offenders to intake.

Clarification Statement

Referral criteria shall comply with applicable laws, which govern when juveniles may be taken into temporary custody, released to a parent or guardian, or referred to probation intake. Directives should emphasize the use of the least restrictive alternative consistent with public safety and the best interests of the juvenile. Agencies shall document the basis for referral decisions and ensure timely communication with probation and juvenile court authorities.

Suggested Proofs of Compliance

- Records of juvenile referrals
- Intake communication logs

7.4.4 Citations or Summons (M)

Standard Statement

The agency shall maintain a written directive outlining the process for issuing citations or summons to juveniles for appearance in juvenile court.

Clarification Statement

Juvenile citations or summons shall comply with applicable California law and the California Rules of Court, which govern notice, release, and referral procedures. Policies should specify the circumstances in which a citation or summons may be issued in lieu of custody, required notifications to parents or guardians, and coordination with probation and juvenile court authorities. Documentation shall reflect compliance with statutory timelines and court requirements.

Suggested Proofs of Compliance

- Sample citation or summons forms
- Juvenile court communication records

7.4.5 Temporary/Protective Custody (M)

Standard Statement

The agency shall maintain a written directive for placing a juvenile into temporary or protective custody when:

- a. The juvenile is alleged to have committed a status offense
- b. The juvenile is alleged to have been harmed or is in danger of harm

Clarification Statement

Policies should align with federal and California laws. Agencies are encouraged to consult their County Attorney's Office to ensure proper interpretation and application. Custody practices shall

comply with applicable laws. All placements into temporary or protective custody should be reviewed and verified by a supervisor to ensure legal compliance and proper documentation.

Suggested Proofs of Compliance

- Reports of protective custody incidents
- Custody notification documentation

7.4.6 Juveniles in Custody (M)

Standard Statement

The agency shall maintain a written directive outlining procedures for juveniles taken into custody, including:

- a. Advising juveniles of their rights and procedures and ensuring consultation with legal counsel prior to custodial interrogation
- b. Transporting to intake without unnecessary delay, unless emergency medical care is needed delay unless emergency care is needed
- c. Immediately notifying parent or guardian
- d. Maintaining sight and sound separation from adults in custody
- e. Conducting and documenting strip searches only when legally justified with parental notification
- f. Complying with legal time limits for detention and hearings
- g. Documenting all actions, notifications, and custody conditions in accordance with agency and state requirements
- h. Determining the appropriate secure or non-secure custody classification, especially for status offenders or non-offenders
- i. Applying special safeguards for vulnerable youth (e.g., abuse victims, youth with mental health needs)

Clarification Statement

This standard ensures juveniles in custody are treated in compliance with legal and procedural safeguards, including during protective custody. Advisement and access to legal counsel shall comply with applicable California laws.

Suggested Proofs of Compliance

- Juvenile Miranda advisement records

- Booking logs and separation documentation

7.4.7 Fingerprints and Photographs of Juveniles (M)

Standard Statement

The agency shall maintain a written directive for the collection, use, and retention of fingerprints, photographs, and other identification records related to juveniles.

Clarification Statement

Agencies shall comply with the applicable California laws regarding the collection, retention, and release of juvenile identification records. Fingerprints and photographs of juveniles may only be taken when authorized by law, and their use and dissemination are limited to criminal justice purposes. Records shall be securely maintained, sealed, or destroyed as required, and may not be released to the public except as permitted by statute or court order. Policies should also specify supervisor approval, documentation, and procedures for access control.

Suggested Proofs of Compliance

- Sample fingerprint/photograph records
- Compliance logs

7.4.8 Juvenile Records (M)

Standard Statement

The agency shall maintain a written directive for managing juvenile records, including:

- a. Separation of juvenile and adult records
- b. Procedures for court-ordered and automatic sealing of juvenile records
- c. Disposition and retention of records upon reaching adult age including secure destruction where applicable
- d. Limiting access to need-to-know personnel only
- e. Procedures for handling confidential records requests, including subpoenas or court orders
- f. Distinct management of records for non-delinquent juveniles (e.g., status offenders or dependent children)

Clarification Statement

Agencies shall ensure greater protection of juvenile records. This may include color-coded files, restricted digital access, or separate filing systems.

Suggested Proofs of Compliance

- Juvenile records policy and procedure
- Record retention and expungement logs
- Access authorization documentation

7.4.9 Position Accountable for Juvenile Records (O)

Standard Statement

The agency shall designate an identifiable position responsible for managing juvenile records, including collection, retention, and dissemination.

Clarification Statement

The agency shall designate a specific position, such as a records manager or custodian of records, responsible for the security, access, and dissemination of juvenile records. Management of such records shall comply with Welfare & Institutions Code §827 and related provisions, which restrict access to juvenile case files and require court authorization for most disclosures. Policies should also ensure that collection, retention, sealing, and destruction of juvenile records follow statutory timelines and that access is logged and monitored for accountability.

Suggested Proofs of Compliance

- Records custodian designation in policy and procedure
- Organizational chart or job description
- Audit trail or review documentation

Section 7.5 - Behavioral Health & Crisis Response

7.5.1 Mental Health Response and Transport (M)

Standard Statement

The agency shall have a written directive outlining procedures for responding to and transporting individuals detained under a mental health order.

Clarification Statement

Procedures should prioritize the safety of both the individual and the transporting officer. California law allows officers to detain individuals for psychiatric evaluation when they present a danger to themselves, others, or are gravely disabled due to a mental-health disorder. When confronted with a mental-health crisis, officers are expected to use de-escalation and crisis-intervention techniques first, recognizing that a person in crisis may be confused, suicidal, or unable to comply with commands. If force becomes necessary, it must meet California's requirement that it be objectively reasonable, and deadly force may be used only when necessary to prevent imminent serious harm. Officers must also protect the individual's confidentiality and receive POST-certified training in

mental-health awareness, de-escalation, and crisis response. These standards ensure that mental-health crises are handled as safely as possible, in accordance with the law, and with respect for individual rights.

Suggested Proofs of Compliance

- Incident Reports
- Transport documentation
- Completed 5150 forms
- Training on 5150 and related procedures
- Interagency agreements

Section 7.6 - Crime Prevention

7.6.1 Crime Prevention Function (M)

Standard Statement

The agency shall maintain a written directive assigning responsibility for crime prevention activities.

Clarification Statement

The directive should designate specific personnel or units responsible for crime prevention initiatives, ensuring accountability and consistency across the agency.

Suggested Proofs of Compliance

- Assignment of personnel or unit designation
- Organizational chart
- Crime Prevention Activities report

7.6.2 Community Crime Prevention Programs (M)

Standard Statement

The agency shall maintain written procedures to implement and support community crime prevention programs.

Clarification Statement

Programs may include neighborhood watch, business watch, school safety programs, or crime prevention through environmental design (CPTED).

Suggested Proofs of Compliance

- Program brochures or flyers

- Meeting agendas and attendance logs
- Evaluation or feedback reports
- Community Crime Prevention activities reports

7.6.3 Crime Prevention Education (M)

Standard Statement

The agency shall provide crime prevention education and outreach to the community.

Clarification Statement

Educational efforts may include presentations, social media campaigns, publications, or participation in community events.

Suggested Proofs of Compliance

- Presentation materials
- Outreach campaign records
- Community feedback surveys
- Reports

7.6.4 Business Crime Prevention (M)

Standard Statement

The agency shall maintain crime prevention programs targeted at businesses.

Clarification Statement

Crime prevention programs for businesses help reduce theft, fraud, and other risks while building trust between law enforcement and the business community. These programs can include security assessments, safety education, and business watch partnerships. Even simple efforts can enhance public safety, support local economies, and strengthen police-community relationships.

Suggested Proofs of Compliance

- Program outlines
- Business outreach logs
- Training or advisory materials
- Business Crime Prevention Activity reports

7.6.5 School Safety and Prevention Programs (M)

Standard Statement

The agency shall maintain a written directive that outlines its role in school crime prevention and safety. This directive shall reflect the agency's approach to ensuring school safety through collaboration, education, and lawful enforcement, in coordination with school officials and in accordance with community expectations.

Clarification Statement

This standard does not require agencies to assign or maintain School Resource Officers (SROs). However, regardless of whether an agency provides direct policing services to schools or operates in a jurisdiction with an independent school police department, the agency's directive must clearly define its role in school safety. It must also outline expectations for cooperation and communication with school officials and, where applicable, school police personnel.

The directive should establish procedures for collaboration with school administrators and district leadership, and, when relevant, school police departments. The procedures must include communication protocols, incident response roles, participation in safety planning, and lawful information sharing.

Recognizing the public sensitivity around law enforcement in schools, the directive should promote transparent, community-informed practices that respect student rights and reflect stakeholder input.

The directive must be reviewed regularly and updated as needed to reflect changes in law, policy, community attitudes, and best practices in school safety.

Suggested Proofs of Compliance

- MOUs or Agreements
- Meeting notes, planning documents, or participation logs showing coordination with school personnel.
- Training & Engagement Documentation - Records of officer participation in school safety drills, youth-focused training, or school-based programs.
- Reports or logs showing coordinated response to school-related incidents.
- Community Outreach Records

7.6.6 Crime Prevention Through Environmental Design (CPTED) (O)

Standard Statement

The agency shall maintain a written directive that explains its role in Crime Prevention Through Environmental Design (CPTED). To the extent possible, this includes assessing environments, working with community partners, helping implement safety improvements, and educating the public to reduce crime through smart design and management of spaces.

Clarification Statement

This standard encourages the agency to use CPTED principles as much as possible to prevent crime. Training on CPTED concepts helps staff support these efforts effectively. The agency should also outline how it responds to safety review requests and integrates CPTED in local planning when feasible.

Suggested Proofs of Compliance

- CPTED reports or site evaluations
- Policy or guidelines for CPTED
- Project documentation

7.6.7 Crime Analysis and Prevention Integration (O)

Standard Statement

The agency shall integrate crime prevention strategies with its crime analysis function.

Clarification Statement

Crime analysis is essential for identifying trends, guiding resource allocation, and supporting crime prevention. The size and scope of an agency's crime analysis function will vary based on its resources. Smaller agencies may rely on basic data tracking and partnerships, while medium and large agencies typically have dedicated analysts and advanced tools.

Regardless of size, every agency should tailor its crime analysis to fit its capacity and operational needs, ensuring it supports not only enforcement but also proactive crime prevention. Integrating prevention strategies with crime analysis promotes a balanced approach focused on reducing crime through data-driven problem-solving and community engagement.

Effective crime analysis depends on the commitment to using data thoughtfully to enhance public safety, not just on the sophistication of tools or staffing levels.

Suggested Proofs of Compliance

- Crime analysis reports
- Documentation linking analysis to prevention efforts
- Program evaluation records

Section 7.7 - Community Engagement

7.7.1 Community Engagement (M)

Standard Statement

The agency shall maintain a written directive that describes its community engagement programs and initiatives.

Clarification Statement

The directive shall ensure that community engagement efforts are consistent, intentional, and aligned with the agency's mission by outlining key programs, outreach strategies, and partnerships that foster positive relationships, encourage dialogue, and support public safety. This clear guidance helps personnel engage effectively and reinforces the agency's commitment to transparency, accountability, and community-focused policing.

Examples of community engagement initiatives may include Neighborhood Watch programs, citizen academies, crisis intervention efforts, School Resource Officers (SROs), and the application of Crime Prevention Through Environmental Design (CPTED) strategies.

Suggested Proofs of Compliance

- Program flyers or reports
- Reports of community engagement activities
- Photos or attendance logs

Chapter 8: Vehicles

Vehicles are essential assets that support the full range of modern law enforcement operations. Their effective use requires proper management, training, and oversight to ensure safe, efficient, and accountable service to the community. This chapter establishes standards for the operation, maintenance, and deployment of agency vehicles, including emergency response units, special-purpose vehicles, and support equipment.

The standards emphasize the need for clear policies governing both emergency and non-emergency driving, prioritization of calls for service, mandatory use of safety restraints, and structured maintenance procedures. Special-purpose vehicles such as motorcycles, aircraft, unmanned aerial vehicles (UAVs), and mobile command units are addressed through directives that ensure appropriate training, documentation, and accountability.

These standards help safeguard operational readiness, reduce liability, and demonstrate the agency's dedication to lawful, consistent, and effective practices in vehicle operations.

Section 8.1 – Vehicle Operations and Safety

8.1.1 Agency Vehicle Policy (M)

Standard Statement

The agency shall maintain a written directive on the operation of police vehicles, including:

- a. Definitions of emergency and non-emergency calls

- b. Emergency operation guidelines
- c. Annual policy review

Clarification Statement

This directive ensures that officers operate vehicles in accordance with agency policy and California law. Clear definitions support safe and effective emergency response.

Suggested Proofs of Compliance

- CAD response printouts
- Incident reports
- Annual review documentation

8.1.2 Special Purpose Vehicles (M)

Standard Statement

The agency shall keep a written directive that governs the operation, training, and use of special-purpose vehicles, including aircraft, mobile command posts, motorcycles, UAVs, and similar vehicles.

Clarification Statement

Special-purpose vehicles in law enforcement—including armored personnel carriers, tactical response vehicles, mobile command centers, K-9 transport units, and other specialized vehicles—require specialized training and strict oversight to ensure safe and effective use. Personnel authorized to operate these vehicles must complete department-approved training and regular recertification covering safe operation, maintenance, and legal considerations. Deployment must be justified by operational needs and authorized by supervisory staff, except in emergencies where immediate use is necessary to protect life or property.

This directive shall include a comprehensive listing of all special-purpose vehicles under department control. All use must be thoroughly documented, with supervisors responsible for reviewing compliance and addressing any misuse or damage. Regular safety inspections and proper maintenance are mandatory to ensure operational readiness.

Suggested Proofs of Compliance

- Training records for vehicle operators
- Special vehicle usage logs
- listing of all agency special-purpose vehicles

8.1.3 Safety Restraining Devices (M)

Standard Statement

The agency shall maintain a written directive requiring the use of safety restraining devices by employees and, when appropriate, by passengers, including prisoners.

Clarification Statement

Mandating the use of safety restraining devices is essential for minimizing injuries during vehicle operations. Ensuring that employees, passengers, and prisoners are properly restrained protects all individuals involved and reduces liability for the agency. The directive should include specific considerations for minors requiring a child seat, overweight individuals, pregnant women, and physically disabled passengers to ensure that restraints are applied safely and comfortably without causing harm. These accommodations may involve alternative restraint methods or additional safety measures tailored to the individual's needs. Clear guidelines help balance safety requirements with the physical conditions of passengers, maintaining compliance with legal and medical standards while promoting overall safety.

Suggested Proofs of Compliance

- In-car video showing policy compliance
- Observation

8.1.4 Vehicle Maintenance (M)

Standard Statement

The agency shall utilize a formal process for reporting and maintaining agency vehicles.

Clarification Statement

Timely vehicle maintenance is critical for safe operation and operational readiness.

Suggested Proofs of Compliance

- Vehicle maintenance logs
- Work order records
- Inspection schedules

Chapter 9: De-escalation, Use of Force, and Firearms

These standards establish clear policies, restrictions, reporting requirements, and training obligations to ensure the lawful, reasonable, and accountable use of force in California law enforcement. They align with California law, while emphasizing officer responsibility, public safety, and transparency.

In accordance with prevailing laws, agencies shall define when force is justified, prohibit the use of dangerous or outdated techniques, and regulate the use of firearms, less-lethal weapons, and handcuffing procedures. Policies require mandatory reporting, annual analysis, and training to promote consistent practices and identify trends.

Additional standards address officer duties to intervene, provide medical aid, and follow post-incident protocols, including DOJ investigations for officer-involved shootings of unarmed civilians. Together, these requirements safeguard community trust, reduce liability, and reinforce professional integrity in the application of force.

Section 9.1 - Use of Force Core Principles

9.1.1 Use of Force (M)

Standard Statement

The agency shall maintain a written directive governing the use of force, specifying that:

- a. Only force objectively reasonable to effect lawful objectives shall be used.
- b. De-escalation techniques should be employed when practical.
- c. Force shall be de-escalated once compliance or control is achieved.
- d. Deadly force may only be used to defend life from an immediate threat of serious injury.
- e. Deadly force against a fleeing felon is only allowed if that individual poses a threat to life.
- f. Officers have a duty to intervene and report unlawful or excessive force.
- g. The directive shall address the discharge of warning shots.
- h. Verbal warnings should precede the use of force when practical and tactically feasible.

Clarification Statement

This policy shall clearly direct officers on when force is justified and limit its use to lawful, reasonable circumstances. Duty to intervene and report is mandatory. This directive shall comply with applicable laws which define lawful use of force in California.

Suggested Proofs of Compliance

- Training records on de-escalation

- Incident reports and internal reviews

9.1.2 Use of Force Prohibitions (M)

Standard Statement

The agency shall maintain a written directive prohibiting:

- a. Respiratory-restrictive maneuvers, unless deadly force is legally justified
- b. Discharging a firearm at or from a moving vehicle, except under narrowly defined exigent circumstances
- c. Use of deadly force solely against threats to self or property

Clarification Statement

This policy establishes clear prohibitions on certain uses of force to minimize risk, liability, and loss of life. The authorization of chokeholds and carotid restraints is prohibited. Respiratory-restrictive maneuvers can cause serious injury or death and are considered deadly force.

The agency's directive shall make clear the limitations on discharging a firearm at or from a moving vehicle. When feasible, officers are expected to take reasonable steps to move out of the vehicle's path rather than discharge their weapon. Officers must not intentionally place themselves in the path of a vehicle in a way that creates the need to use deadly force. Firearms may only be discharged at or from a moving vehicle when the officer reasonably believes no other reasonable means are available to avert an imminent threat of death or serious bodily injury, or when deadly force other than the vehicle itself is being used against the officer or others.

Deadly force may not be used solely to protect property. All directives must align with California law while preserving officer discretion for rare but extreme circumstances where no other reasonable option exists.

Suggested Proofs of Compliance

- Internal audits
- Training materials
- Disciplinary reports
- Investigation of unauthorized use of force

Section 9.2 - Firearms and Weapons

9.2.1 Authorized Firearms and Ammunition (M)

Standard Statement

The agency shall maintain a written directive specifying that all firearms and ammunition carried by sworn personnel, on or off-duty under peace officer authority, shall be authorized by the CEO.

Clarification Statement

This does not include privately owned weapons used for recreational purposes but includes any carried under color of law.

Suggested Proofs of Compliance

- Authorized weapons list
- Officer weapons qualification logs
- CEO authorization documentation

9.2.2 Less Than Lethal Weapons (M)

Standard Statement

The agency shall maintain a written directive governing the use, training, and recertification of all authorized less-than-lethal weapons. The directive shall specify each authorized weapon and the required training and recertification intervals. Recertification must occur at least every two years, or more frequently if required by California POST or the weapon manufacturer, and shall include, as applicable:

- a. Impact weapons
- b. Chemical agents
- c. Impact projectiles
- d. Electronic Control Devices (ECDs)
- e. Canines
- f. Others as defined by agency policy

Clarification Statement

Recertification shall occur at least every two years, or more frequently if required by California POST or the weapon manufacturer. In cases where no specific training or recertification intervals are mandated, the agency shall define them in its written directive.

Agencies shall ensure all equipment use is authorized and that certified instructors oversee recertification. Even when not required, annual refresher training is considered a national best practice, particularly for high-liability weapons such as ECDs, chemical agents, and impact munitions.

Agencies should set training intervals if none exist, provide annual refresher training when possible, use certified instructors, and keep accurate training and certification records.

Suggested Proofs of Compliance:

- List of authorized less-lethal weapons
- Inventory of issued equipment
- Training logs, documented attendance, and certifications
- Weapon inspection records

9.2.3 Police Canines (M)

Standard Statement

The agency shall maintain a written directive for the use of police canines that complies with current CA POST standards and includes:

- a. Deployment guidelines
- b. Handler responsibilities
- c. Training requirements for handlers and supervisors
- d. Canine Certification and recertification requirements
- e. Documentation requirements
- f. Supervisory review protocols
- g. Canine care and housing
- h. Procedures for community transparency
- i. Policy review and update requirements

Clarification Statement

This standard ensures that all aspects of canine operations are conducted in accordance with CA POST guidelines, with transparency, accountability, and safety as primary goals. Regular training, clear documentation, and supervisory oversight are essential to effective and lawful canine use. Canine certification can be achieved through POST-approved evaluations or recognized third-party organizations such as International Police Canine Association (IPCA), National Tactical Police Dog Association (NTPDA), National Narcotic Detector Dog Association (NNDDA), American Working Dog Association (AWDA), National Association for Canine Detection (NACD), United States Police Canine Association (USPCA)

Suggested Proofs of Compliance

- Canine deployment reports
- CA POST canine handler training records
- Community complaint process documentation

- Policy document with update logs

9.2.4 On-Duty and Off-Duty Firearm Carry (M)

Standard Statement

The agency shall maintain a written directive stating that:

- a. Officers may only carry agency-issued firearms if authorized by the agency.
- b. Authorization applies to both on-duty and off-duty carry and may be suspended or revoked at any time.
- c. Officers may carry agency-issued firearms only if qualified and approved under agency standards.
- d. Officers may carry personally owned, non–agency-issued firearms on duty only with written authorization after inspection and qualification by the agency.
- e. Off-duty carry is permitted only in accordance with California law and agency policy.
- f. Officers must carry approved firearms, agency identification, and comply with all safety requirements.
- g. Officers shall not carry a firearm while under the influence of alcohol, medication, or any substance that may impair performance.

Officers on suspension, leave, or otherwise not in active status may not carry a firearm unless specifically authorized.

Clarification Statement

Officers may carry firearms on or off duty only with proper authorization and training in accordance with agency policy. All firearms—whether agency-issued or personally owned—must meet agency standards, and officers must demonstrate and maintain qualifications before carrying them.

To ensure safety and sound judgment, officers are strictly prohibited from carrying a firearm while under the influence of alcohol, medication, or any substance that may impair performance. Personally owned firearms may be carried on-duty only with prior agency approval and after inspection and qualification.

Suggested Proofs of Compliance

- Signed authorization forms for agency-issued firearms.
- Documentation showing approval for personally owned firearms.
- Certificates of completion for firearms training and annual requalification.

- Records showing qualification with personally owned firearms
- Inspection checklists for both agency-issued and personal firearms.
- Dates, results, and signatures from qualified armorers or supervisors.
- Signed forms from officers confirming they have read and understood the firearms policy (updated annually or as needed).
- Documentation of any violations and corrective actions taken, showing enforcement of the policy.

Section 9.3 - Reporting and Accountability of Use of Force

9.3.1 Reporting Use of Force (M)

Standard Statement

The agency shall maintain a written directive requiring a written report and internal review of any incident where an officer:

- Discharges a firearm for purposes other than training or recreation
- Uses lethal or less-than-lethal weapons
- Uses physical force above agency-defined thresholds
- Causes or is alleged to have caused injury or death to another person

Clarification Statement

Agencies should define and consistently document use of force incidents. Reporting the mere pointing of weapons may be required based on policy. Use-of-force reporting shall meet requirements in California law.

Suggested Proofs of Compliance

- Completed reports and review files
- Supervisor review checklists

9.3.2 Annual Use of Force Analysis (M)

Standard Statement

The agency shall complete an annual analysis of use of force incidents, which shall include:

- Frequency of force use
- Type(s) of force applied
- Time, location, and circumstances of incidents

- d. Policy compliance review
- e. Training recommendations, if any
- f. Equipment recommendations, if any

Clarification Statement

The annual analysis helps the agency identify trends, ensure officers are following policy, and detect any training or policy gaps.

Suggested Proofs of Compliance

- Annual use of force analysis
- Meeting minutes reviewing report findings
- Training changes linked to analysis
- Policy changes linked to analysis

9.3.3 Officer-Involved Shootings and Incidents Resulting in Injury and Death (M)

Standard Statement

The agency shall maintain a written directive that requires officers to immediately report any officer-involved shooting (OIS) or any incident in which an officer's actions result in, or are alleged to have resulted in, injury or death of another person, including the death of an unarmed civilian, and that clearly outlines the procedures for responding to such incidents and submitting all required reports in compliance with California law.

Clarification Statement

Officers must immediately notify their department or agency of all uses of force by the officer. Agencies must also report to the California DOJ all instances when an officer's actions result in the death or serious bodily injury of another person, so that the DOJ may conduct the required independent investigation.

Suggested Proofs of Compliance

- DOJ coordination policy and procedure
- OIS reports
- Documentation of past DOJ investigations

Section 9.4 - Post-Incident Protocols

9.4.1 Post-Incident Administrative Leave (M)

Standard Statement

The agency shall maintain a written directive outlining procedures for placing officers on administrative leave or reassignment following any use of force incident that results in serious bodily injury or death.

Clarification Statement

Leave or alternate assignment shall remain in effect as long as necessary to preserve investigation integrity, support officer well-being, and maintain public confidence, with the CEO authorized to modify the assignment based on operational needs, investigative progress, or fitness-for-duty evaluations. Alternate assignments may include non-patrol duties such as desk work, training, community engagement, or support for internal investigations, consistent with operational needs. These assignments allow the officer to remain productive while temporarily removed from field duties during administrative or criminal investigations.

Suggested Proofs of Compliance

- Incident report
- Leave documentation
- Officer support services offered

9.4.2 Medical Assistance (M)

Standard Statement

A written directive shall require that officers immediately provide or summon medical assistance when an individual is injured, alleges injury, or requests medical attention following a use of force incident.

Clarification Statement

Officers are required to ensure that appropriate medical aid is provided as soon as safely possible when an individual is injured, claims injury, or requests medical attention following a use of force incident. Medical aid may include visual observation, the administration of basic first aid within the officer's training, or the immediate summoning of Emergency Medical Services (EMS), depending on the nature and severity of the condition. This obligation underscores the agency's commitment to preserving life, protecting individual rights, and maintaining public trust through responsible and compassionate care.

Suggested Proofs of Compliance

- Incident reports documenting aid
- First aid training records

Section 9.5 - Restraints and Techniques

9.5.1 Handcuffing (M)

Standard Statement

The agency shall maintain a written directive that outlines proper use and techniques for handcuffing, aligned with CA POST standards, with noted modifications for handcuffing children and accommodating individuals with injuries or disabilities.

Clarification Statement

Restraints should be used only when reasonably necessary and in accordance with applicable laws. Officers must consider medical conditions common in custody populations, such as respiratory illnesses or injuries, when deciding how to apply restraints. Juveniles must be handled in accordance with applicable laws and related guidelines, emphasizing minimal use of restraints. Proper handcuffing technique are essential to reduce injury and civil liability.

Suggested Proofs of Compliance

- Defensive tactics/handcuffing training logs
- Use of force documentation

Section 9.6 - Use of Force Training and Readiness

9.6.1 Annual Use of Force Training (M)

Standard Statement

The agency shall maintain a written directive requiring all personnel authorized to use force to complete annual training on the agency's use of force policy.

Clarification Statement

Incorporating scenario-based training into annual use of force instruction is strongly encouraged, as it reinforces critical thinking, sound decision-making, and consistent policy adherence. Realistic, dynamic scenarios help personnel apply use of force principles in context, promoting appropriate, lawful, and effective responses under varying conditions.

Suggested Proofs of Compliance

- Annual training curriculum
- Attendance logs
- Training evaluation forms

Section 9.7 – Management of Demonstrations, Protests, and Assemblies

9.7.1 First Amendment Assemblies and Crowd Management

Standard Statement

The agency shall maintain written policies and procedures for the management of demonstrations, protests, and other First Amendment assemblies. The directive shall:

- a. Prioritize the facilitation of constitutional rights, de-escalation, and the protection of life and property.
- b. Ensure compliance with applicable California laws
- c. Require content-neutral enforcement and consistent application of policies regardless of protest subject matter.

Clarification Statement

Law enforcement must protect the right to peaceful assembly while ensuring safety. Agencies should follow DOJ and POST guidelines, use ICS for planning, and engage with organizers when possible. Officers must be trained in First Amendment rights, de-escalation, and lawful use of force.

Under California law, projectiles and chemical agents may only be used to prevent imminent harm, with clear dispersal orders, command approval, and no targeting of vital areas. Canines, water cannons, and mass arrests of peaceful protesters are prohibited. All uses of force must be documented, reviewed, and publicly reported.

Suggested Proofs of Compliance

- Documentation of regular training on protest management, lawful use of force, and de-escalation.
- Operational plans,
- After Action Reviews and planning documentation for significant events.
- Records of dispersal orders, arrests, and use of force reports associated with assemblies and protests.
- Documentation of public reporting on the use of kinetic and chemical agents.

Chapter 10: Patrol and Traffic

This chapter details how the agency communicates, coordinates, and deploys resources; manages shift assignments and scheduling; engages supervisors in real time; and handles and reviews pursuits and major incidents. It also defines responsibilities for traffic administration, including records management, enforcement, reporting, collision investigation, specialized equipment use, and coordinated responses to complex roadway events.

The agency shall establish clear, defensible directives for day-to-day patrol and traffic functions that protect the public, support officers, and ensure accountability under California law. Patrol and traffic operations are the foundation of frontline policing and represent the agency's most visible point of contact with the community.

These standards emphasize clarity, consistency, and thorough documentation. Each directive is designed to enhance officer safety, reduce risk, and promote fair and transparent decision-making. Compliance is demonstrated through practical artifacts such as schedules, logs, reports, training records, and interagency protocols that support adherence and enable continuous improvement.

Section 10.1 - Patrol Operations

10.1.1 Communication, Coordination & Cooperation (M)

Standard Statement

A written directive shall establish procedures for effective communication, coordination, and cooperation among patrol personnel, supervisors, dispatch, and allied agencies.

Clarification Statement

Clear communication, effective coordination, and strong cooperation are essential for safe and efficient patrol operations. Real-time information sharing between officers, supervisors, dispatchers, and partner agencies enhances response, prevents duplication, and improves officer safety. Supervisors provide critical oversight, while dispatchers support operations through prioritization and situational awareness. Interagency protocols ensure smooth collaboration across jurisdictions. Debriefings and documentation after major incidents help agencies continuously improve performance and accountability.

Suggested Proofs of Compliance

- Shift briefing logs
- Communication with dispatch
- Internal memorandums showing coordination efforts
- Interagency communication

10.1.2 Patrol Shifts (M)

Standard Statement

The agency shall establish and maintain a written directive that outlines the procedures, criteria, and frequency of rotation to ensure fair, efficient, and effective deployment of personnel.

Clarification Statement

A clear, written process for assigning patrol shifts promotes fairness, transparency, and operational efficiency. It ensures shifts are filled based on objective criteria, balances workloads, supports officer well-being, and allows for proper documentation and oversight. Including officer preferences where possible also boosts morale without compromising public safety. Assignments shall align with MOU provisions and agency operational needs.

Suggested Proofs of Compliance

- Patrol Schedules
- Rotation schedule samples
- Shift bid documentation

10.1.3 Patrol Schedules (M)

Standard Statement

A written directive shall establish procedures for determining days off for patrol officers and first-line supervisors, including the criteria used and the process for scheduling.

Clarification Statement

Procedures for assigning days off should ensure adequate staffing, fairness, workload balance, and consider officer preferences. They must comply with legal and contractual requirements, maintain supervisory coverage, allow scheduling flexibility, and be clearly documented for transparency.

Suggested Proofs of Compliance

- Patrol schedules
- Rotation schedules
- Shift calendar examples
- MOU excerpts

10.1.4 Supervisor Notification (M)

Standard Statement

A written directive shall define the incidents requiring supervisor notification and/or response.

Clarification Statement

Defining incidents that require supervisor notification and response ensures timely leadership involvement, enhances oversight, supports officer safety, and promotes accountability. It helps manage critical situations effectively and ensures proper documentation and follow-up. Consider the incident's severity, legal requirements, officer and public safety, operational impact, complaints, and investigative needs. Ensure timely notification and clear communication procedures to support effective supervision.

Suggested Proofs of Compliance

- Incident response reports
- Supervisor call-out logs
- Internal notification protocols

10.1.5 Vehicle Pursuits (M)

Standard Statement

The agency shall adopt a written directive establishing guidelines for the operation of vehicle pursuits.

The directive shall include:

- a. Circumstances under which a pursuit may be initiated, continued, or terminated.
- b. Authorized number of law enforcement units, roles of primary and secondary units, supervisory responsibilities, communication and coordination protocols.
- c. Driving tactics and intervention methods (blocking, ramming, boxing, roadblocks), taking into account vehicle, driver, roadway, weather, traffic conditions, and risk to uninvolved persons.
- d. Annual, regular training for all peace officers in pursuit policy and tactics in accordance with California law.
- e. Reporting of all motor vehicle pursuit data to the California Highway Patrol in accordance with applicable regulation, including injuries, violations that triggered the pursuit, methods used, duration, mileage, number of officers involved, and how the pursuit was terminated.

Clarification Statement

A comprehensive pursuit policy promotes safe, responsible vehicle pursuits that minimize risks to officers, suspects, and the public. Clear roles, procedures, and coordination support effective management, while regular reviews ensure accountability and improvement.

Agencies should analyze pursuits for frequency, reasons, outcomes, safety incidents, and compliance. Reviews should also assess tactics, interagency coordination, training needs, community feedback, and legal or liability issues. This ongoing process keeps policies aligned with laws, best practices, and community expectations, while fostering accountability and informed decision-making.

This standard aligns with California laws that require law-enforcement agencies to train and adopt vehicle pursuit policies and to report pursuit data. Compliance with applicable laws offer the agency immunity from civil liability if the policy is adopted, officers are trained regularly, and certifications are maintained. The directive should be reviewed periodically and updated to reflect changes in law, technology, and best practices.

Suggested Proofs of Compliance

- Reports of vehicle pursuits
- Training records
- Annual pursuit analysis report

Section 10.2 - Traffic Administration

These standards establish clear directives for managing traffic safety, enforcement, and roadway operations. They ensure that agencies maintain accountability through defined responsibilities, accurate record-keeping, and uniform enforcement practices, while complying with California law.

Agencies shall assign responsibility for traffic functions, maintain a records system for collision and enforcement data, and implement policies for traffic enforcement, reporting, and investigation of collisions. Standards also address the use of speed measurement devices, collision scene safety, enforcement actions, and interagency coordination for complex incidents.

Additional provisions cover traffic direction and control, escorts, checkpoints, roadblocks, hazardous roadway conditions, hazardous materials response, abandoned vehicles, and towing. Agencies are also encouraged to implement the Blue Envelope Program, improving communication between officers and individuals with disabilities. Collectively, these standards enhance roadway safety, operational consistency, and public trust.

10.2.1 Traffic Function (O)

Standard Statement

The agency shall maintain a written directive assigning responsibility for traffic operations.

Clarification Statement

Depending on the agency's structure and available resources, this responsibility may be assigned to patrol personnel or to specialized traffic officers or units

Suggested Proofs of Compliance

- Traffic operations policy and procedure
- Organizational chart showing responsibility
- Shift assignment schedules

10.2.2 Record Management System (M)

Standard Statement

The agency shall maintain a record management system that includes traffic accident and enforcement data.

Clarification Statement

The system should support reporting, analysis, and operational planning for traffic enforcement and safety.

Suggested Proofs of Compliance

- Access to records management software or system
- Traffic data reports
- Training documentation on system use

10.2.3 Traffic Enforcement (M)

Standard Statement

The agency shall establish a written directive that outlines uniform procedures for the enforcement of traffic laws, encompassing arrests, citations, and warnings. Enforcement practices should be guided by data-driven benchmarks that align with community needs, local crime and collision statistics, and established enforcement service priorities.

Clarification Statement

This directive shall promote the equitable, transparent, and consistent application of traffic laws, supporting public safety while fostering positive community relations. It shall also encourage the ongoing evaluation and adjustment of enforcement strategies to ensure they remain effective, fair, and responsive to evolving community concerns. Enforcement decisions should take into account the severity and context of each violation to ensure appropriate and proportionate responses.

Suggested Proofs of Compliance

- Traffic enforcement reports
- Officer citations and warnings logs
- Officer training records

10.2.4 Traffic Reports (M)

Standard Statement

The agency shall maintain a written directive that governs the preparation, processing, and accountability of all traffic-related reports.

Clarification Statement

This directive encompasses citations, arrests, traffic collision reports, and any supplemental documentation related to traffic enforcement and investigations. Clear guidelines ensure that all reports are accurate, timely, and properly maintained, which supports effective case management, legal compliance, and transparency. Proper accountability in documentation also facilitates data analysis, resource allocation, and ongoing evaluation of traffic enforcement efforts.

Suggested Proofs of Compliance

- Reports on traffic activities
- Sample traffic citations and reports
- Supervisory review logs

10.2.5 Speed Measuring Devices (M)

Standard Statement

The agency shall maintain a written directive on the use of speed measuring devices, addressing:

- a. Operational procedures
- b. Equipment care, maintenance, and calibration
- c. Operator training and certification

Clarification Statement

Restricting device operation to trained and certified personnel safeguards proper use, minimizes errors, and supports the credibility of enforcement actions. To ensure accuracy, reliability, and legal defensibility, the use of these devices must strictly adhere to the manufacturer's instructions and guidelines. Incorporating manufacturer recommendations into the agency's written directive establishes clear operational standards and promotes consistency in device handling. Additionally, regular equipment maintenance and calibration, conducted according to manufacturer specifications, are essential to maintaining device integrity.

Suggested Proofs of Compliance

- Speed measuring devices manual
- Calibration and maintenance records

- Training and certification documentation

10.2.6 Reporting and Investigating Traffic Collisions (M)

Standard Statement

The agency shall maintain a written directive that assigns responsibility and procedures for reporting and investigating all traffic collisions, including those involving agency employees, and including collisions that result in:

- a. Death or injury
- b. Property damage
- c. Hit and run
- d. Impairment due to alcohol or drugs
- e. Hazardous materials
- f. Private property
- m. Government-owned property

Clarification Statement

The directive should clearly identify which types of collisions require full investigations versus reports, including those involving agency employees. It should specify the responsibilities of all employees, including timely reporting of incidents, cooperation with investigations, and proper documentation, as well as procedures for investigating and documenting collisions in accordance with law and agency policy. Multi-agency responses may be necessary for complex incidents or those involving hazardous materials, significant injury, or death.

Suggested Proofs of Compliance

- Completed traffic collision reports
- Mutual aid or inter-agency agreements

10.2.7 Collision-Related Enforcement Actions (M)

Standard Statement

The agency shall maintain a written directive outlining procedures for enforcement actions resulting from traffic collision investigations, in accordance with the California Vehicle Code and applicable California laws.

Clarification Statement

The directive shall provide guidance on evaluating contributing factors, determining fault, and applying appropriate enforcement measures based on investigative findings. Officers shall exercise

sound discretion when determining enforcement actions following a traffic collision. Decisions shall be based on thorough investigation, supported by evidence, and consistent with provisions of the California Vehicle Code. Enforcement may include citations, verbal warnings, or custodial arrests, depending on the severity of the violation and circumstances surrounding the incident.

Suggested Proofs of Compliance

- Collision enforcement reports
- Sample citations/arrests related to collisions
- Officer training records

10.2.8 Collision Scene Procedures (M)

Standard Statement

The agency shall maintain a written directive outlining procedures for securing collision scenes involving critical elements such as death, injury, fire risks, hazardous materials, or road obstructions that could impact the safety and flow of traffic.

Clarification Statement

The directive ensures consistency, safety, and efficiency in managing complex or hazardous collision scenes. It should outline actions to secure the scene, protect the public and officers, and coordinate with partner agencies such as fire, EMS, HAZMAT, tow services, traffic control, and other law enforcement. Clear protocols for interagency communication, cooperation, and defined roles support safe and efficient scene management.

Suggested Proofs of Compliance

- Collision scene response reports
- Incident command procedures
- After action reports
- Interagency communication records/MOUs
- Officer training documentation

10.2.9 Traffic Direction and Control Function (M)

Standard Statement

The agency shall maintain a written directive governing its traffic direction and control responsibilities.

Clarification Statement

Traffic direction and control responsibilities should be clearly defined to ensure safe and lawful roadway management. Directives should address routine traffic flow, special events, emergencies, and coordination with CalTrans or local traffic engineering officials. Policies must address employee safety under Cal/OSHA, including use of PPE, training for working near traffic, risk-reduction procedures, and maintaining a safe work environment. They must also comply with California Vehicle Code requirements for roadway control, including proper use of traffic control devices, lane management, signage, and safe operation of vehicles and personnel.

Suggested Proofs of Compliance

- Traffic control reports
- Deployment plans for special events
- Training materials
- Photographs of use of PPE and traffic control devices

10.2.10 Traffic Escort Services (M)

Standard Statement

The agency shall maintain a written directive outlining procedures for providing police escorts, including escorting civilian and commercial vehicles, funeral processions, emergency transports, as well as dignitary and parade escorts.

Clarification Statement

This directive establishes standardized procedures that ensure police escorts are conducted safely, efficiently, and professionally. Escorts often involve unique challenges such as navigating traffic, maintaining public safety, and coordinating with multiple parties. This includes managing civilian and commercial vehicle escorts, dignified handling of funeral processions, facilitating emergency medical or other urgent transports, and providing security and coordination for dignitary or parade escorts.

Suggested Proofs of Compliance

- Escort logs and reports
- After action or debriefing reports
- Officer briefing/training records

10.2.11 Checkpoints (M)

Standard Statement

The agency shall maintain a written directive on the use and implementation of sobriety and traffic safety checkpoints.

Clarification Statement

Sobriety or traffic safety checkpoints must comply with constitutional requirements to ensure the checkpoint process is lawful, that any evidence obtained is admissible, and that the agency minimizes legal and operational liability.

Suggested Proofs of Compliance

- Sample checkpoint plans
- Documentation from past checkpoints

10.2.12 Roadblocks (M)

Standard Statement

The agency shall maintain a written directive addressing the use of roadblocks, which includes:

- a. Authorization criteria; and
- b. Procedures for safe and lawful implementation.

Clarification Statement

Roadblock procedures should balance enforcement objectives with public and officer safety. Policies shall specify when roadblocks are authorized, supervision requirements, placement considerations, and documentation of deployments. Agencies should ensure compliance with constitutional protections against unreasonable seizures and California case law governing roadblock legality, including requirements for reasonableness, visibility, and advance warning when practicable.

Suggested Proofs of Compliance

- Sample deployment records
- Officer training logs

10.2.13 Hazardous Roadway Conditions (M)

Standard Statement

The agency shall maintain a written directive specifying procedures to correct hazardous roadway conditions.

Clarification Statement

Agencies are encouraged to work with CalTrans or local traffic engineering officials and may use temporary signage or devices.

Suggested Proofs of Compliance

- Hazard reporting directive

- Incident logs showing corrective actions
- Partnership documentation with local agencies

10.2.14 Hazardous Materials on Roadways (M)

Standard Statement

The agency shall maintain a written directive establishing procedures for the control or removal of hazardous materials from roadways.

Clarification Statement

The directive should clarify the role of fire departments, CalEPA, or contracted mitigation services.

Suggested Proofs of Compliance

- Inter-agency response plans
- Officer hazmat training documentation

10.2.15 Abandoned Vehicles (M)

Standard Statement

The agency shall maintain a written directive that outlines procedures for the handling, removal, and disposition of abandoned vehicles.

Clarification Statement

Procedures for handling abandoned vehicles shall comply with California Vehicle Code, which govern removal, notice, storage, lien sale, and disposal. Agencies should ensure timely documentation, provide required owner notifications, and coordinate with contracted tow services or storage facilities. Policies should also address removal from both public and private property to avoid liability.

Suggested Proofs of Compliance

- Reports of abandoned vehicles and impounds
- Agreements with towing and impound companies

10.2.16 Towing (M)

Standard Statement

The agency shall maintain a written directive for the removal, storage, and towing of vehicles and ensure documentation of all such actions.

Clarification Statement

Towing procedures shall comply with applicable provisions of the California Vehicle Code, which govern removal, impound, storage, release, and lien sales. Policies should outline authorized reasons for towing, documentation requirements, and notice to vehicle owners. Agencies should also maintain written agreements with towing companies that address service standards, rotation procedures, and fee schedules, consistent with California law.

Suggested Proofs of Compliance

- Towed vehicle logs
- Tow company agreements

10.2.17 Blue Envelope Program (O)

Standard Statement

If the agency establishes or participates in a Blue Envelope Program, it shall:

- a. Collaborate with community stakeholders, advocacy groups, and partner organizations in program development and implementation
- b. Provide informational materials within Blue Envelopes to assist individuals with qualifying conditions or disabilities during law enforcement interactions, in accordance with applicable law.
- c. Establish a clear process for eligible individuals to request and receive Blue Envelope Program materials.
- d. Train all relevant personnel on program procedures, communication protocols, and the rights of participating individuals.
- e. Maintain records of program requests, distributions, and related training, while ensuring privacy and confidentiality.
- f. Designate agency personnel to oversee the program and periodically review procedures to ensure effectiveness and compliance.

Clarification Statement

Blue Envelope Programs are designed to improve communication and foster understanding between law enforcement and individuals with disabilities. The program typically provides participants with a blue envelope containing identification and guidance to assist officers during traffic stops or other encounters. Agencies that implement this program demonstrate a commitment to accessibility, inclusion, and community partnership.

Suggested Proofs of Compliance

- Training records
- Request logs
- Communications with community stakeholders, advocacy groups, or partner organizations

Chapter 11: Emergency & Tactical Response

High-risk, low-frequency events such as active shooter incidents, natural disasters, or mass casualty situations require preparedness and coordination beyond routine law enforcement operations. Though rare, these events carry severe consequences and demand rapid, structured responses to protect life and restore order.

This chapter includes the agency's policies, plans, and procedures governing response to unusual occurrences and critical incidents. It establishes the framework for coordinated action, resource management, and interagency communication during major events.

A clear directive ensures all personnel understand roles, responsibilities, and tactical protocols, including activation procedures, chain of command, communications, and coordination with external partners. Aligning with the Incident Command System (ICS), Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS) strengthens integration with fire, EMS, emergency management, and other agencies.

Preparedness measures such as scenario-based training, tactical deployment planning, equipment checks, and interagency drills enhance readiness and improve outcomes. These efforts also build community trust in the agency's ability to respond under pressure. Adhering to these standards ensures effective coordination, reduces confusion, and supports a professional response grounded in best practices.

Section 11.1 - Unusual Occurrences & Critical Incidents

11.1.1 Planning Responsibility (M)

Standard Statement

The agency shall maintain a written directive identifying the position responsible for planning, developing, and maintaining the agency's response to unusual occurrences and critical incidents.

Clarification Statement

The designated position shall ensure agency emergency operations planning is consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), as required under California law. Responsibilities should include coordinating with local emergency management agencies, reviewing and updating plans based on after-action reports and lessons learned, and ensuring that all personnel are trained in incident command and emergency response protocols consistent with ICS, SEMS, and NIMS standards.

Suggested Proofs of Compliance

- Organizational chart identifying the responsible position
- Job description for designated planner

- Unusual occurrence planning report
- Incident reports

11.1.2 Unusual Occurrence Plan (M)

Standard Statement

The agency shall maintain a written plan for response to unusual occurrences and critical incidents that includes:

- a. First responder responsibilities
- b. Supervisor responsibilities
- c. Implementation of the applicable Incident Command System (ICS) structure
- d. Alignment with California's Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) requirements
- e. Procedures for multi-agency coordination and communication
- f. Notification and activation protocols
- g. Resource management procedures
- h. Training, drills, and exercises requirements
- i. Contingency planning for agency facilities, including jails and holding areas
- j. Documentation and after-action reporting processes

Clarification Statement

The plan should clearly establish the responsibilities, authority, and purpose of the agency during unusual occurrences and critical incidents such as disasters, barricaded persons, bomb threats, terrorist incidents, and multi-agency operations. Terminology and operational structures should align with NIMS, ICS, and SEMS, unless otherwise required by law. Plans shall comply California law, including coordination with county Offices of Emergency Services and allied agencies during critical incidents, disasters or mass-casualty events.

The plan should ensure that personnel are trained to recognize and effectively respond to critical incidents—events posing an immediate and significant threat to life, property, or operations—and unusual occurrences—events outside normal police operations that do not require a full emergency or disaster response. The plan should also include provisions for psychological support and wellness as part of post-incident procedures.

Suggested Proofs of Compliance

- ICS training records
- Documentation of plan distribution or briefings

- Reports

11.1.3 Annual Review of Unusual Occurrence/Critical Incidence Plan (M)

Standard Statement

The agency shall conduct an annual review of its Unusual Occurrence and Critical Incidents Plan and update it as necessary.

Clarification Statement

The annual review shall evaluate the agency's Unusual Occurrence and Critical Incident Response Plan for accuracy, effectiveness, and compliance with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), as required under California law.

Reviews should incorporate lessons learned from after-action reports, training exercises, and real-world unusual occurrences and critical incidents.

All updates shall be documented, approved by command staff, and communicated to personnel through training, policy distribution, or other appropriate means

Suggested Proofs of Compliance

- Record of plan review dates
- Annual Plan revision documentation
- Meeting minutes or approvals from review

11.1.4 Equipment Inspection (M)

Standard Statement

The agency shall maintain a written directive requiring inspection of all equipment designated for use during unusual occurrences and critical incidents at least twice annually to ensure operational readiness and immediate deployability.

Clarification Statement

All stored and assigned equipment shall be maintained in state of operational readiness for immediate deployment. This includes firearms and less-lethal devices, civil disturbance and crowd control gear, biohazard and personal protective equipment (PPE), duty-issued equipment, vehicles, communication devices, and specialized tools. Agencies shall conduct inspections no less than twice annually to verify functionality, identify maintenance or replacement needs, and address equipment or supply deficiencies. Regular inspections minimize the risk of failure during critical incidents, enhance response effectiveness, and support officer and public safety.

Suggested Proofs of Compliance

- Inspection checklists
- Equipment maintenance logs
- Readiness audit documentation

Section 11.2 - Tactical/Crisis Intervention/and Crisis Negotiations Teams

Law enforcement agencies frequently encounter situations that require specialized responses beyond routine patrol and investigation. Tactical teams, crisis intervention teams, and crisis negotiation teams each serve distinct but complementary roles in managing complex, high-risk, or sensitive incidents.

Tactical teams, such as SWAT units, are trained and equipped to handle violent or armed threats by applying specialized tactics and equipment. Their primary focus is to safely resolve situations involving hostage-taking, barricaded suspects, or other high-threat environments.

Crisis intervention teams specialize in responding to individuals experiencing mental health or behavioral crises. Their approach prioritizes de-escalation, effective communication, and connecting persons in crisis with appropriate medical or social services, aiming to reduce the need for force and improve outcomes.

Crisis negotiation teams engage in communication strategies designed to peacefully resolve critical incidents, such as hostage situations or barricades, by building rapport and negotiating with involved parties to prevent violence and facilitate safe resolutions.

Whether agency-based or regional, tactical units (SWAT, ERT, ESU, etc.), crisis intervention (CIT) and crisis negotiation (CNT) teams shall document training frequency, maintain equipment, and ensure operational preparedness. By standardizing team practices, agencies strengthen their ability to manage high-risk incidents safely, effectively, and in compliance with professional best practices.

This chapter establishes standards that guide the formation, training, deployment, and operational procedures of these teams. By adhering to these standards, agencies enhance their capability to respond effectively, safely, and professionally to diverse and challenging situations, ultimately safeguarding public safety and officer welfare.

11.2.1 Tactical Team (M)

Standard Statement

If the agency operates or participates in a tactical team (e.g., SWAT), it shall maintain a written directive that establishes procedures for:

- a. Selection criteria for team members, including qualifications, evaluations, and appointment processes

- b. Deployment protocols, including activation criteria, authorization procedures, and after-action documentation
- c. Provision, use, and maintenance of specialized equipment to ensure operational readiness
- d. Scheduled training and readiness exercises, including frequency and documentation
- e. Operational procedures, including command structure, communication, and coordination with other units or agencies
- f. Interagency coordination during mutual aid or regional team deployments
- g. Post-incident debriefing and review to assess performance and identify lessons learned

Clarification Statement

Teams may be agency-based or regional and referred to as ESU, ERT, CERT, SWAT, or similar units. Tactical teams are deployed in high-risk situations such as active shooters, barricaded suspects, or hostage rescues, where split-second decisions and coordination are critical.

Clear selection criteria ensure only qualified, disciplined, and mentally prepared personnel are chosen, maintaining team integrity and performance. Regular training and readiness exercises strengthen tactical proficiency, build cohesion, and prepare members for unpredictable scenarios. Specialized equipment must be properly maintained to ensure reliability during critical operations.

Standardized deployment protocols promote consistency, safety, and accountability while aligning tactical responses with broader emergency management systems, including ICS, SEMS, and NIMS. These measures safeguard the public, reduce liability, and reinforce the agency's commitment to professionalism. The directive shall comply with CA POST requirements.

Suggested Proofs of Compliance

- Recruitment announcement
- Selection of interested candidates
- Training schedules and attendance logs
- Equipment inventory and maintenance records

11.2.2 Crisis Intervention Team (M)

Standard Statement

If the agency operates or participates in a Crisis Intervention Team (CIT), it shall maintain a written directive that establishes procedures for:

- a. Selection criteria for team members, focusing on qualifications, mental health training, communication skills, and psychological suitability.

- b. Deployment protocols detailing when and how the CIT is activated, including roles during crisis incidents and documentation requirements.
- c. Provision and maintenance of necessary equipment and resources to support crisis response and safe interactions.
- d. Scheduled training and ongoing professional development, emphasizing de-escalation techniques, mental health awareness, and community resources.
- e. Operational procedures covering command structure, interagency coordination, communication protocols, and integration with other response units.
- f. Partnerships and collaboration with mental health providers, social services, and community organizations to facilitate appropriate referrals and follow-up care.
- g. Post-incident debriefing and review to assess performance and identify lessons learned.

Clarification Statement.

A Crisis Intervention Team (CIT) is a specialized group of law enforcement officers trained to respond effectively and compassionately to individuals experiencing mental health or behavioral crises. It may be a stand-alone or part of a regional unit. The team focuses on de-escalation, crisis communication, and connecting individuals to appropriate mental health resources to ensure safety and reduce the need for force or arrest. Proper selection and clear deployment protocols enable effective, coordinated action. Providing appropriate equipment and ongoing training in de-escalation and mental health awareness enhances safety and reduces force. Training and readiness exercises shall be documented. Defined procedures and strong collaboration with community partners help connect individuals to needed services, promoting safer outcomes and supporting both officers and the community.

Suggested Proofs of Compliance

- CIT equipment logs
- Training and deployment records

11.2.3 Crisis Negotiations Team (M)

Standard Statement

If the agency operates or participates in a Crisis Negotiation Team (CNT) it shall maintain a written directive that establishes procedures for:

- a. Selection criteria for negotiators, including communication skills, psychological suitability, and specialized training

- b. Training requirements, including initial and ongoing instruction in negotiation techniques, behavioral assessment, and crisis de-escalation
- c. Deployment protocols, outlining activation criteria, command oversight, and integration with tactical and command units
- d. Operational procedures, including roles, communication strategies, equipment use, and documentation
- e. Interagency coordination, ensuring effective collaboration with tactical teams, mental health professionals, and mutual aid partners when necessary
- f. Post-incident debriefing and review to assess performance, and identify lessons learned

Clarification Statement

A Crisis Negotiation Team (CNT) is vital for peacefully resolving high-risk incidents through skilled communication rather than force. A clear directive ensures proper selection, specialized training, and coordinated deployment with tactical and command units. Structured procedures and interagency collaboration enhance safety and effectiveness. Regular reviews support accountability, continuous improvement, and reinforce the agency's commitment to preserving life through non-violent resolution.

Suggested Proofs of Compliance

- Selection Documentation
- Training Records
- Deployment Protocol Evidence
- Interagency Coordination Documents
- Post-Incident Review Documentation
- Post-Incident Debriefing Forms
- Meeting Minutes from CNT Review Sessions

Section 11.3 - Active Shooter Response

Active shooter incidents are dynamic, high-risk events that demand an immediate and coordinated response to protect lives. In California, law enforcement agencies are increasingly called upon to respond to these rapidly unfolding situations in schools, workplaces, public venues, and other high-population areas. These events typically evolve in minutes, requiring first responders to act decisively under extreme stress, often before support units or tactical teams can arrive.

Public safety agencies shall integrate their emergency response planning with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Agency procedures for active shooter response must align with Incident Command System (ICS) protocols to ensure interoperability with fire, EMS, and other mutual aid partners during multi-agency operations.

This section outlines the agency's standards for active shooter preparedness, including response protocols, command structure, rapid deployment strategies, and coordination with schools, businesses, and critical infrastructure. It also addresses the importance of regular multi-agency training, tabletop exercises, and site-specific planning in high-risk environments such as schools and public buildings, in line with California's School Safety Plans and other regulatory expectations.

Additionally, these standards reinforce the importance of officer safety, public communication, tactical decision-making, and post-incident recovery, including coordination with victim services, public information officers, and mental health resources.

By establishing clear, California-compliant procedures and maintaining a high level of operational readiness, agencies can respond swiftly, reduce harm, and safeguard the community in the event of an active shooter situation.

11.3.1 Active Shooter/Active Aggressor (M)

Standard Statement

The agency shall maintain a written directive that establishes procedures for responding to active shooter or active aggressor incidents and conduct a documented annual review of related policies and training. The directive shall include at a minimum:

- a. Clear definitions of active shooter/aggressor scenarios
- b. First responder actions focused on rapid deployment and threat neutralization
- c. Command structure using ICS and unified command
- d. Interagency communication and coordination
- e. Site-specific planning with schools and public facilities
- f. Ongoing training and exercises for readiness
- g. Provision and maintenance of necessary tactical and medical equipment
- h. Public communication protocols
- i. Post-incident recovery, including victim support and after-action review

Clarification Statement

A clear active shooter/active aggressor directive is essential for rapid, coordinated, and life-saving responses. Aligning with California's SEMS, NIMS, and ICS ensures multi-agency interoperability. Site-specific planning, regular training, and clear communication protocols improve readiness, reduce chaos, and protect both responders and civilians. Post-incident reviews and victim support further strengthen the agency's ability to respond effectively and build public trust.

Suggested Proofs of Compliance

- Incident reports involving an Active shooter
- Training records and evaluations
- Post incident reports
- Interagency agreements
- Policy review documentation

Chapter 12: Property & Evidence Management

This section outlines the essential policies and procedures for the proper collection, documentation, storage, handling, and disposition of property and evidence. Proper management of these items is a cornerstone of law enforcement accountability, public trust, and the integrity of the criminal justice system.

Agencies are responsible for ensuring that all property—whether evidentiary, non-evidentiary, found, or held for safekeeping—is handled in strict compliance with California law and applicable legal standards. Clear directives must govern the intake, storage, retrieval, submission for laboratory analysis, and lawful disposition of all items, with special safeguards in place for high-risk property such as firearms, narcotics, and currency.

To preserve evidentiary integrity and protect individual rights, agencies must maintain secure systems and clearly defined chain-of-custody procedures. These practices support legal admissibility in court, ensure transparency, and reinforce public confidence in agency operations.

Accountability is maintained through internal audits, inspections, thorough documentation, and regular policy reviews. When evidence is managed or stored by another jurisdiction, formal interagency agreements must be established. Additionally, all personnel involved in the handling of property and evidence must receive appropriate training to ensure consistent application of procedures and to protect against loss, contamination, or tampering.

Section 12.1 - Evidence & Property Management: Collection, Preservation, Storage, and Disposition

12.1.1 Property and Evidentiary Items (M)

Standard Statement

The agency shall establish a written directive including procedures for the proper collection, documentation, storage, and disposition of both evidentiary and non-evidentiary property items, in accordance with applicable California laws and legal standards.

Clarification Statement

These procedures apply to all personnel in the intake, handling, storage, and disposition of evidentiary and non-evidentiary property. The agency shall ensure that: chain of custody is maintained for all evidence, secure, access-controlled storage is used for evidentiary items, non-evidentiary property is stored separately and processed under distinct protocols, all items are labeled, logged, and tracked using a secure system, only authorized personnel handle returns or disposals, with proper documentation, routine audits and inventories are performed to ensure accountability.

All personnel involved in evidence and property handling shall be trained in these procedures to ensure compliance, accountability, and the protection of individual rights.

For agencies utilizing property and evidence storage managed by another agency, the responsible agency must establish a formal written agreement that outlines responsibilities, access controls, chain-of-custody procedures, and compliance requirements to ensure consistent management and accountability.

Evidentiary Items: All evidence related to criminal investigations shall be collected, preserved, and stored in a manner that maintains its integrity, security, and chain of custody. Procedures must comply with California law to ensure admissibility in court.

Suggested Proofs of Compliance

- Chain of custody documentation for all evidentiary items.
- Property and evidence logs, whether digital or physical, showing intake, storage, and disposition records.
- Inventory and audit reports
- Storage facility access logs or surveillance footage - restricted access.
- Receipts or forms signed by individuals reclaiming property.
- Disposal documentation

12.1.2 Laboratory Analysis – Procedures for Submission (M)

Standard Statement

The agency shall maintain a written directive outlining procedures for the secure, timely, and legally compliant submission of evidentiary items to qualified forensic laboratories.

The directive shall include:

- a. Identification of personnel responsible for preparing and submitting evidence.
- b. Packaging and submission requirements.
- c. Required documentation.
- d. Receipt procedures: maintaining chain of custody.

Clarification Statement

Only trained, authorized personnel may submit evidence for forensic analysis. Packaging must prevent contamination and comply with legal standards. All submissions must include complete documentation and maintain a clear chain of custody. Laboratories must verify receipt in writing to preserve the integrity of evidence and ensure its legal admissibility.

Suggested Proofs of Compliance

- Evidence submission forms/logs/receipts
- Packaging and labeling records
- Audit or inspection reports

12.1.3 Property/Evidence Management Systems (M)

Standard Statement

The agency shall establish and maintain a secure property management system that ensures accurate recording, classification, storage, retrieval, and proper disposition of all property and evidentiary items under its custody.

Clarification Statement

An effective property and evidence management system preserves integrity, accountability, and compliance with legal obligations. It must distinguish evidentiary items related to investigations from non-evidentiary property, such as lost, found, or safekeeping items. Proper classification, secure storage, and thorough documentation protect against loss, theft, or contamination and ensure chain of custody for court admissibility. The system should allow efficient retrieval for investigations, courts, or lawful returns, with added safeguards for sensitive items such as firearms, cash, controlled substances, and biohazards. Agencies that rely on another agency's storage must establish a formal written agreement detailing responsibilities, access controls, chain-of-custody procedures, and compliance standards.

Suggested Proofs of Compliance

- Chain of custody documentation
- Inventory and tracking records
- Chain of custody documentation
- Formal written agreements (if applicable)
- Audit and inspection reports

12.1.4 Inspections and Inventory (M)

Standard Statement

The agency shall establish a written directive that defines policy and procedures which addresses the handling, storage, and inventory of evidence and property in the agency's custody. The directive shall include:

- a. A semi-annual inspection of evidence/property storage areas by the person responsible for the evidence/property control function or his/her designee to ensure adherence to agency procedures governing storage of evidence/property.

- b. An inventory of evidence/property occurs whenever there is a change of the evidence/property custodian, evidence/property function supervisor, or chief law enforcement officer.
- c. An inventory of evidence/property occurs whenever there is any indication or suspicion of a breach of the property/evidence repository.
- d. An annual unannounced inspection of evidence/property storage areas, as directed by the agency's CEO.

Clarification Statement

Maintaining an inventory and conducting regular inspections are essential to protect the chain of custody and prevent loss, theft, or tampering. Unannounced inspections, and full inventories during personnel transitions safeguard accuracy and continuity. When a change in CEO occurs, the agency may elect to use an outside auditor to promote neutrality, transparency, and the integrity of the process. Policies should be reviewed regularly to align with laws and best practices. All findings must be documented, reported to leadership, and accompanied by corrective actions to ensure accountability and integrity. Each inventory or inspection shall be independent from each other. If the agency relies on another entity to store their evidence and property items, the agency must ensure that the entity complies with the requirements of this standard.

Suggested Proofs of Compliance

- Inspection reports
- Inventory records
- Corrective Action records
- Submission of reports to CEO
- Policy and procedure review

12.1.5 Annual Audit (M)

Standard Statement

The agency shall establish a written directive that requires an annual audit of evidence and property held by the agency with both random and high-risk items sampling. The directive shall require:

- a. The audit shall be conducted by a supervisor outside of the chain of command for the evidence/property control function.
- b. High-risk items shall include firearms, narcotics, currency, and items of evidentiary value in homicides or other major crimes.

- c. Agencies should ensure that all facilities and all categories of property are subject to review over time.
- d. The number of items audited should be proportionate to the volume of property according to the following guidelines:
 - a. Agencies with less than 5,000 items in custody: at least 50 items, including at least 25 high-risk.
 - b. Agencies with 5,001–50,000 items: at least 150 items, including at least 100 high-risk.
 - c. Agencies with more than 50,000 items: at least 300 items, including at least 200 high-risk.

Clarification Statement

Audits of evidence and property are essential to ensure accountability, maintain the integrity of the chain of custody, and support successful prosecutions. They help detect and prevent theft or mishandling, ensure compliance with policies and laws, and build public trust in the agency's professionalism. Regular audits also improve efficiency by identifying and correcting procedural weaknesses. The directive shall be reviewed annually. A written report shall be submitted to the CEO.

Suggested Proofs of Compliance

- Audit reports
- Corrective Action records
- Submission of reports to CEO
- Policy and procedure review

12.1.6 Storage and Security (M)

Standard Statement

All evidence and property shall be stored in secure, access-controlled areas. Temporary secure storage must be available when the property room is closed. Special provisions shall be made for perishable and oversized items.

When the agency relies on another entity to store evidence or property, formal agreements are necessary to ensure consistent security measures, clear responsibilities, and preservation of the chain of custody.

Clarification Statement

Secure storage is essential to protect evidence and property from loss, tampering, or contamination. Perishable items require proper climate control or expedited handling to maintain their condition.

Oversized items need specialized secure areas that accommodate their size without compromising security. Valuables demand enhanced security measures due to their high risk of theft or loss. Items that present a health or biohazard risk must be stored and handled in a manner that ensures the safety of all employees, including the use of appropriate protective equipment, specialized containment, and clear access restrictions. If the agency relies on another entity to store their evidence and property items, the agency must ensure that the entity complies with the requirements of this standard.

Suggested Proofs of Compliance

- Property room access logs
- Storage facility inspection records
- Security measures documentation
- Environmental controls documentation
- Observation
- Inter-agency agreements (if applicable)

12.1.7 Storage of High-Risk Items (M)

Standard Statement

The property management system shall implement enhanced security measures to safeguard high-risk and valuable items, including but not limited to money, firearms, narcotics, and valuables.

Clarification Statement

Enhanced security controls may include restricted access, separate and secure storage areas, surveillance cameras, alarms, and other appropriate protective measures to prevent loss, theft, or tampering.

Suggested Proofs of Compliance

- Access control logs
- Video surveillance logs
- Inventory and audit records
- Observation of physical security
- Inter-agency agreements (if applicable)

12.1.8 Agency Stored Items, Inventory, and Disposal Procedures (M)

Standard Statement

A written directive shall establish procedures for the inventory, secure storage, and lawful disposal of all agency held property. The directive must include:

- a. Secure documentation of all items
- b. Regular inventory updates
- c. Guidelines for conducting audits
- d. Legal and timely disposal procedures
- e. Designated personnel responsibilities
- f. Documentation of all disposals
- g. Procedures for conversion of property for agency use

Clarification Statement

This standard ensures proper management of property, ensuring items are properly managed, from intake through lawful disposition or conversion to agency use. Disposal practices shall comply with applicable laws, which govern the disposition of property not returned to rightful owners.

Suggested Proofs of Compliance

- Inventory and disposal logs
- Disposal authorization forms
- Property conversion records
- Audit documentation

Chapter 13: Communications Center and Interagency Communications

The communications center is the lifeline of public safety operations. It serves as the first point of contact for individuals in crisis, the central hub for coordinating resources, and the critical link that ensures responders remain informed and connected. Because emergencies are unpredictable and often complex, the effectiveness of a public safety agency depends heavily on the reliability, security, and interoperability of its communications systems.

This chapter outlines standards designed to ensure agencies can maintain uninterrupted communication capabilities 24/7, regardless of the circumstances. These requirements encompass the ability to receive and process all forms of emergency communication—including voice, text, video, and data—while ensuring the public has consistent and reliable access to emergency services. Agencies must safeguard both the technical systems and the personnel who manage these vital functions.

In alignment with the California Governor’s Office of Emergency Services (Cal OES) and the statewide rollout of Next Generation 9-1-1 (NG9-1-1), agencies are expected to implement practices that support:

- Accurate and efficient call routing and geolocation
- Dependable radio and broadband communications
- Secure recording, storage, and retrieval of transmissions
- Comprehensive training and readiness for all communications personnel

NG9-1-1 introduces advanced capabilities that go beyond traditional voice calls, enabling Public Safety Answering Points (PSAPs) to receive multimedia messages and integrate real-time data from a wide range of sources. Compliance with NG9-1-1 standards is critical to maintaining interoperability and situational awareness in today’s digital emergency response environment.

This section also establishes protocols for the secure handling, storage, and retention of recorded communications, including radio traffic and emergency calls. These protocols ensure compliance with state retention laws, confidentiality protections, and public transparency requirements under the California Public Records Act (CPRA). The standards address:

- Technical safeguards
- Access control measures
- Redaction procedures
- Documentation and audit requirements

By implementing these measures, agencies protect sensitive information, uphold legal mandates, and maintain public trust in the integrity of their communications systems.

Equally important is the agency's ability to operate seamlessly with external partners, including neighboring jurisdictions, state and federal agencies, and allied emergency service providers. Public safety incidents frequently span geographic and organizational boundaries. Interoperability—achieved through shared protocols, joint training exercises, and standardized systems—ensures agencies can communicate effectively during both routine operations and large-scale emergencies.

Finally, this chapter emphasizes the ongoing importance of security, accountability, and compliance. From safeguarding physical facilities and communications infrastructure to managing records in accordance with CPRA and applicable privacy laws, agencies must maintain a careful balance between operational effectiveness and transparency.

Together, these standards establish a framework for a reliable, resilient, and forward-looking communications system. They reflect a collective commitment—guided by Cal OES priorities and NG9-1-1 implementation—to protecting California communities through effective information management, interoperability, and collaborative emergency response.

Section 13.1 - Communications Center Operations

13.1.1 Operational Communications Services (M)

Standard Statement

The agency shall maintain 24/7 communications capabilities, either directly or by relying on an alternate or partner communications center, with the capacity to receive and process all forms of emergency communications.

Clarification Statement

To ensure uninterrupted emergency response capabilities, the agency may either operate its own communications center or establish formal arrangements with another qualified communications center. This arrangement must guarantee 24/7 availability and the ability to receive and process all types of emergency communications, including voice, text, data, and radio transmissions.

Suggested Proofs of Compliance

- Organizational chart
- Operational agreements with centralized communications system (if applicable)
- System logs/call records
- Staffing schedules showing continuous coverage

13.1.2 Single Access Telephone Line (M)

Standard Statement

The agency shall participate in or maintain a single-access telephone system utilizing 911 or another jurisdictional police emergency number.

Clarification Statement

Agencies are responsible for ensuring their emergency telephone systems comply with applicable state and local laws and regulations, including preparing for the transition to Next Generation 9-1-1 (NG 9-1-1). They should refer to the Cal OES CA 9-1-1 Operations Manual, which provides guidance on system design and technical standards, public education programs, fiscal and operational oversight, and alerting and warning system procedures. These standards support the statewide effort to modernize 9-1-1 infrastructure and promote consistent, reliable access to emergency services. Given the evolving nature of NG 9-1-1, agencies should regularly review their systems, policies, and operations to ensure continued compliance and readiness for future capabilities.

Suggested Proofs of Compliance

- Copy of 911 system agreement or implementation plan
- Documentation of compliance with CALOES 911 Operations Manual
- Internal policy or SOP for emergency telephone operations

13.1.3 Misdirected Emergency Calls (M)

Standard Statement

The agency shall establish procedures for the prompt and effective routing of misdirected emergency calls.

Clarification Statement

Agencies must implement and maintain procedures to ensure that emergency calls received in error - such as calls intended for another jurisdiction, service type, or agency—are quickly and accurately redirected. These procedures should include both technical system capabilities (e.g., call transfer functions, direct lines to other PSAPs or agencies), and operational protocols for identifying and transferring common types of misdirected calls (e.g., fire, medical, law enforcement, or out-of-area emergencies).

Prompt routing minimizes response delays and ensures callers receive the appropriate emergency service without needing to hang up and redial.

Suggested Proofs of Compliance

- Training materials on handling misdirected calls
- Logs or call samples demonstrating proper routing

13.1.4 Service Area Maps (M)

Standard Statement

The agency shall ensure updated maps of the primary service area and surrounding jurisdictions are visually available to communications personnel.

Clarification Statement

Communications personnel must have immediate visual access to accurate and current mapping resources that cover both the agency's primary response area and adjacent jurisdictions. These maps may be provided through physical copies (e.g., wall maps, map books) or secure, non-Internet-dependent digital platforms (e.g., local GIS systems, CAD-integrated mapping tools).

The use of non-Internet platforms ensures reliable access during network disruptions or security events. Maps must be reviewed and updated regularly to reflect jurisdictional boundary changes, new developments, and infrastructure changes.

Suggested Proofs of Compliance

- Physical or digital copies of maps are available at dispatch
- Photos or screenshots of map access points
- Observation

13.1.5 Portable Radios (M)

Standard Statement

The agency shall provide on-duty field personnel with a hand-carried, two-way portable radio.

Clarification Statement

All on-duty field personnel must be equipped with a functional, hand-carried two-way portable radio to ensure continuous communication with the communications center. Wireless radio connectivity is essential for maintaining situational awareness, coordinating responses, and ensuring responder safety. Radios must be assigned, maintained, and operated in accordance with agency policy. They should provide reliable coverage throughout the agency's service area.

Suggested Proofs of Compliance

- Equipment issuance logs
- Inventory of radios and assignment records

13.1.6 Recording and Playback of Communications (M)

Standard Statement

The agency, or its authorized communications center, must maintain the capability to continuously record all radio and telephone communications and enable instantaneous playback to support real-time review, verification, and operational oversight.

Clarification Statement

This standard applies to all radio and telephone communications handled by the agency or its authorized communications center. It includes communications between dispatchers and field units, inter-agency coordination calls, emergency or routine telephone conversations, and any other voice transmissions conducted through agency-operated systems.

“Immediate playback” refers to the ability to instantly access and replay any segment of a recorded communication while operations are still ongoing. This capability is essential in fast-paced or high-risk environments where rapid verification of details—such as addresses, instructions, or responses—is critical to mission success and public safety.

Immediate playback allows supervisors, dispatchers, or authorized personnel to quickly resolve disputes, confirm information, or review transmissions in real time. This supports informed decision-making, improves situational awareness, and ensures a high standard of accuracy and accountability across all communications.

Suggested Proofs of Compliance

- Audio logger system documentation
- Sample playback request log
- Observation

13.1.7 Guidelines for immediate playback (M)

Standard Statement

The agency shall maintain a written directive that clearly defines the authorization, access, and procedural guidelines for the immediate playback of recorded radio and telephone communications.

Clarification Statement

In a law enforcement communications environment, immediate playback of recorded transmissions is often essential for operational accuracy, officer safety, and incident management. For example, playback may be required to confirm critical information such as addresses, suspect descriptions, or officer requests during rapidly evolving situations.

Because these recordings may contain sensitive, confidential, or evidentiary information, unrestricted or informal playback could lead to unauthorized disclosure, data compromise, or misuse. Therefore, a clearly defined directive ensures that immediate playback is conducted only by authorized personnel, for legitimate operational purposes, and in a controlled and documented manner.

Suggested Proofs of Compliance

- Roster of personnel authorized for immediate playback (e.g., dispatch supervisors, communications officers)
- Copies of authorization memos, system permissions, or user role assignments showing controlled access
- Training records or acknowledgments confirming authorized staff understand the directive
- Samples of system-generated logs showing playback activity, user IDs, timestamps, and reasons (if recorded)
- Evidence that playback access is actively monitored and restricted
- Sample or redacted playback request forms, incident records, or supervisor logs showing playback use
- Documentation demonstrating compliance with procedures and supervisory oversight
- Observation

13.1.8 Release Procedures for Recorded Communications (M)

Standard Statement

The agency shall maintain a written directive that establishes the criteria, approval process, and access controls for the review and release of communications system recordings.

The directive shall include, at a minimum:

- a. Conditions under which recorded communications may be reviewed or released.
- b. Identification of personnel authorized to approve and conduct reviews or releases.
- c. Procedures for handling public records requests involving recorded communications.
- d. Safeguards to protect the confidentiality and integrity of sensitive or legally protected information.
- e. Documentation and audit protocols to ensure accountability and transparency.

The directive shall be reviewed periodically and updated as necessary to reflect legal, operational, and technological changes.

Clarification Statement

This directive must ensure strict compliance with the California Public Records Act (CPRA) as well as all other relevant state and federal privacy laws. Protocols governing the release of recorded communications shall be designed to carefully balance the public's right to access government-held

information with the legal and ethical obligation to protect personal privacy, sensitive operational details, and confidential data.

To that end, the directive shall include clear provisions for mandatory redactions where required by law and establish specific criteria for when full or partial release is appropriate. It must also clearly designate the personnel authorized to review, approve, and process release requests, ensuring that access decisions are made consistently, lawfully, and with appropriate oversight. This structure promotes both accountability and transparency, while maintaining the integrity of sensitive communications.

Suggested Proofs of Compliance

- Sample release request and response
- Redaction guidelines (if applicable)

13.1.9 Communications Center Facility Security (M)

Standard Statement

The communications center shall be located in a facility specifically designed and maintained to ensure physical security, providing reasonable protection against unauthorized access, physical threats, sabotage, and any conditions that may compromise the integrity or continuous operation of emergency communications.

Clarification Statement

The facility, including any communications center operated by another agency or contracted entity on behalf of the agency, must meet the security requirements established by the California DOJ and shall be subject to biennial security audits to ensure ongoing compliance, data protection, and risk mitigation.

Suggested Proofs of Compliance

- Facility design plans or inspection reports
- DOJ audit compliance documentation
- Observation

13.1.10 Communications Continuity of Operations Plan (COOP) (M)

Standard Statement

The agency shall maintain a written Continuity of Operations Plan (COOP) specifically for the communications center. The plan shall address how the agency will sustain critical communications functions during, but not limited to, the following scenarios:

- a. Power failures

- b. Natural disasters
- c. Cybersecurity incidents or breaches
- d. Facility evacuations or other emergencies requiring relocation of operations

Clarification Statement

The purpose of the COOP is to ensure that emergency communications remain functional, reliable, and resilient under a wide range of adverse conditions. The plan should include:

- Provisions for backup power systems (e.g., generators, battery backups)
- Redundancy strategies for essential communications infrastructure and equipment
- Cybersecurity safeguards, threat detection, and incident response procedures
- Evacuation and relocation protocols that allow for rapid transition to alternate facilities or remote operations

The COOP should also designate roles and responsibilities, establish communication protocols for use during continuity operations, and identify critical functions that must be maintained. All relevant personnel shall be trained on COOP procedures, and the plan shall be reviewed, tested, and updated on a regular basis to ensure operational readiness and alignment with current risks, technologies, and organizational changes.

Suggested Proofs of Compliance

- Copy of the written COOP plan
- Documentation of COOP training or briefings provided to communications personnel
- Records of testing or drills of backup systems and procedures
- Documentation of periodic COOP plan review and updates

13.1.11 Training for Public Safety Dispatchers (M)

Standard Statement

All newly hired communications personnel shall successfully complete a formal training program prior to assuming operational duties.

Clarification Statement

Training for communications center personnel shall comply with the California Commission on Peace Officer Standards and Training (POST) requirements and the California Emergency Services Act. This includes completion of an approved basic telecommunicator course covering emergency call-taking and dispatch procedures, radio communications, relevant legal and ethical responsibilities, and stress management. Personnel must also receive instruction on the Incident Command System (ICS) to effectively support multi-agency emergency response operations. Additionally, agencies are

responsible for providing ongoing training and refresher courses to ensure staff maintain proficiency and stay current with evolving regulations, technology, and best practices.

Suggested Proofs of Compliance

- Training curriculum
- Training completion certificates
- National certification documentation
- Documentation of ICS training and multi-agency coordination exercises

13.1.12 Radio Communications (M)

Standard Statement

A written directive shall establish procedures for appropriate radio communications.

Clarification Statement

These procedures shall govern the use of radio communications during daily operations as well as in response to emergency incidents. They must ensure compliance with applicable legal requirements, promote clear and effective communication, and support coordinated response efforts across agencies.

Suggested Proofs of Compliance

- Radio communications policy and procedure
- Training materials
- Attendance records
- Radio communication audit samples

Section 13.2 - Interagency Communication

This section outlines the standards for establishing and maintaining seamless communication between the agency and external public safety partners. It ensures interoperability during day-to-day operations, mutual aid responses, and critical incidents. The standards require written policies for shared communication protocols, coordination across jurisdictions, and participation in regular joint training and exercises. These practices strengthen regional collaboration, reinforce NIMS/SEMS compliance, and ensure effective response during multi-agency events.

13.2.1 Interagency Communications (M)

Standard Statement

The agency shall maintain a written directive that outlines procedures for interoperable communication with allied agencies. This directive shall include:

- a. Protocols for mutual aid, tactical operations, and major events, and
- b. Address the establishment and maintenance of Memoranda of Understanding (MOUs) with allied agencies

Clarification Statement

These procedures shall include the use of shared radio frequencies, adherence to plain language protocols, and established mutual aid processes. Interoperable communications must be regularly tested and maintained in alignment with standards set forth by Cal OES, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS) to ensure effective multi-agency coordination during incidents.

Suggested Proofs of Compliance

- Mutual aid and interagency MOUs
- Radio interoperability test logs
- Reports

13.2.2 Joint Communications Exercises (M)

Standard Statement

The agency shall participate in periodic communications-based training and exercises with external agencies to validate interoperability protocols.

Clarification Statement

These exercises shall be in alignment with the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and guidance from the California Governor's Office of Emergency Services (Cal OES).

They may include tabletop discussions, functional drills, or full-scale operational exercises that test interoperable communications systems, coordination procedures, and mutual aid protocols. Activities should simulate real-world scenarios involving multi-agency response and may include use of systems such as CALCORD, CLEMARS, and regional radio networks.

Documentation shall include after-action reports (AARs) that identify strengths, areas for improvement, and lessons learned. Agencies shall maintain records of any updates or enhancements made to communications plans, MOUs, or operational protocols as a result of these exercises to ensure continuous improvement and readiness

Suggested Proofs of Compliance

- Training and exercise schedules
- Attendance records

- Exercise plans and scenarios
- After-Action Reports (AARs)
- Improvement plans / Corrective Action Reports.
- Meeting minutes
- Equipment testing and maintenance logs
- Certification or acknowledgment letters

Section 13.3 – Security, Storage, and Retention of Communications

13.3.1 Communications Recording and Retention (M)

Standard Statement

The agency shall maintain a written directive that addresses the recording and secure storage of all radio and telephone communications using an audio logging system. Recordings shall be retained for a minimum of 90 days, or longer if they are relevant to ongoing investigations, litigation, or public records requests, in compliance with California statutes and the California Public Records Act.

Clarification Statement

The audio logging system shall provide immediate playback capability for recorded communications and comply fully with California DOJ standards and all applicable wiretapping and privacy laws. The system must support recording and secure storage of all traditional and Next Generation 911 (NG911) communications, including voice, text, and multimedia data, in accordance with standards set forth by the California Governor’s Office of Emergency Services (Cal OES) and California 911 Branch (Cal 911).

Regular backup and archival procedures shall be implemented to ensure data integrity, prevent loss, and maintain secure, tamper-resistant storage of all recordings and NG911 data.

Suggested Proofs of Compliance

- Audio logger system documentation
- Retention and deletion policy and procedure
- Sample retention and playback logs

13.3.2 Communications Security Protocols (M)

Standard Statement

The agency shall maintain a written directive that requires the implementation of safeguards to protect recorded communications from unauthorized access, alteration, or deletion.

Clarification Statement

These safeguards shall include robust access controls limiting system permissions to authorized personnel only, comprehensive and tamper-evident audit trails to monitor all access and modifications, and ongoing staff training focused on confidentiality, data security protocols, and the critical importance of maintaining the integrity and reliability of recorded communications.

Suggested Proofs of Compliance

- System access logs
- Security audit reports
- Training records
- User training acknowledgments

Chapter 14: Records Management

These standards establish procedures for the secure classification, access, retention, destruction, and protection of agency records. Agencies must organize and safeguard records to ensure their confidentiality and integrity, limiting access exclusively to authorized personnel. They are required to abide by retention schedules approved by the applicable governing jurisdiction and must document secure destruction procedures to support proper records management. Additionally, agencies must implement disaster recovery and backup protocols to ensure data preservation and operational continuity. By adopting structured policies, access controls, and reliable backup systems, agencies protect sensitive information, promote transparency and accountability, and ensure uninterrupted service delivery. Compliance centers on ensuring secure and lawful access to records, not on the use of expensive or advanced technology. Agencies may fulfill requirements through various methods, manual or electronic, as long as the approach effectively safeguards the confidentiality, integrity, and accessibility of records in accordance with applicable laws and policies. The selected method should be appropriate to the agency's available resources and operational capacity.

Section 14.1 - Records Management and Access

14.1.1 Records Classification and Access (M)

Standard Statement

The agency shall maintain a written directive that establishes procedures for the classification, access, and security of agency records.

Clarification Statement

Agencies must organize and safeguard records to ensure confidentiality and integrity, limiting access exclusively to authorized personnel. They are required to abide by applicable jurisdiction-approved retention schedules and document secure destruction procedures to maintain proper records management. Agencies may use diverse methods to meet these requirements, including manual or electronic systems. The written directive shall be based on the applicable records retention regulations of the agency's governing jurisdiction (state, city, or county). This approach allows the agency to align its records management practices with legally mandated timelines and procedural requirements.

Suggested Proofs of Compliance

- Access control logs
- Retention and Destruction of Records
- Observation and Interviews

14.1.2 Records Retention and Destruction (M)

Standard Statement

The agency follows record retention schedules and destruction procedures in accordance with the requirements of its respective parent jurisdiction (state, city, or county).

Clarification Statement

The agency's records retention and destruction schedule shall comply with the requirements of its governing jurisdiction, while also ensuring adherence to all applicable laws governing the retention of peace officer and law enforcement records.

Suggested Proofs of Compliance

- Retention schedule documentation
- Destruction logs
- Audit Reports
- Interviews

14.1.3 Electronic Records Backup and Recovery (M)

Standard Statement

The agency has a written directive requiring the implementation and maintenance of comprehensive backup and disaster recovery procedures to protect electronic records and information systems. These procedures must ensure the integrity, confidentiality, and availability of data during emergencies, system failures, or other disruptive events.

Clarification Statement

All backup and disaster recovery procedures must comply with applicable laws, regulations, and standards within the agency's governing jurisdiction, including but not limited to the California Information Practices Act (IPA), the State Administrative Manual (SAM), the Statewide Information Management Manual (SIMM), and recognized information security best practices. Backup procedures should be designed in alignment with the agency's available resources, technical capabilities, and operational needs.

Backup procedures must include regularly scheduled data backups, with secure storage of backup copies in offsite facilities or accredited cloud environments. All backup systems must be protected against unauthorized access and tested periodically to verify successful data restoration.

Disaster recovery plans must clearly outline the steps required for data restoration, system recovery, and the continuity of critical operations in the event of data loss, cyberattacks, natural disasters, or other significant disruptions. Plans must assign roles and responsibilities, define recovery time

objectives (RTOs) and recovery point objectives (RPOs), and be regularly tested and updated to ensure effectiveness.

Suggested Proofs of Compliance

- Backup logs
- Cloud/vendor agreements
- Testing and validation records
- Interviews

Appendix

Appendix A: References to California Law

Appendix B: Glossary

Appendix C: Time Sensitive Standards

Appendix D: Training Index

Appendix A: References to California Law

This document is intended solely as a reference guide to California laws that intersect with CAPS standards. It provides a non-exhaustive list of statutes and regulations and is not intended to serve as legal advice or a definitive legal resource. While efforts have been made to ensure accuracy, users should consult official legislative sources or legal counsel for authoritative guidance. The inclusion of any statute does not imply endorsement or comprehensive coverage of all applicable legal requirements.

CAPS Standard	Applicable Law	Brief Description
1.2.1 Oath of Office for Sworn Personnel	Government Code §1360	Oath of Office
2.3.3 Independent Oversight Function or Independent Police Auditor (IPA)	Penal Code §832.7	Confidentiality of Personnel Records
2.3.3 Independent Oversight Function or Independent Police Auditor (IPA)	AB 847 (2025)	An act to amend Section 25303.7 of the Government Code, and to amend Section 832.7 of the Penal Code, relating to peace officers.
3.1.2 Strip, Body and Cavity Searches	California Constitution Article I, Section 13;	Right against unreasonable seizures and searches
3.1.2 Strip, Body and Cavity Searches	Penal Code §4030	Strip and visual body cavity searches
3.1.4 Arrests	Penal Code §836–839	Legal requirements and procedures for arrests
3.1.6 Bias-Based Policing and RIPA	Government Code §12525.5.	Reporting of stop data
5.1.1 Administrative Reporting Program	Government Code §7920	California Public Records Act

5.1.3 Written Directives	<u>SB 978 (2018)</u>	An act to add Title 4.7 (commencing with Section 13650) to Part 4 of the Penal Code, relating to law enforcement.
5.1.3 Written Directives	<u>Government Code §7927.500</u>	Preliminary Drafts and Similar Materials
5.2.4 Accounting System	<u>Government Code §41001 et seq.</u>	Financial Procedures and Reporting
5.5.3 Disclosure of Records of Peace Officers	<u>SB 1421 (2018)</u>	An act to amend Sections 832.7 and 832.8 of the Penal Code, relating to peace officer records.
5.5.3 Disclosure of Records of Peace Officers	<u>SB 2 (2021)</u>	An act to amend Section 52.1 of the Civil Code, to amend Section 1029 of the Government Code, and to amend Sections 832.7, 13503, 13506, 13510, 13510.1, and 13512 of, to amend the heading of Article 2 (commencing with Section 13510) of Chapter 1 of Title 4 of Part 4 of, and to add Sections 13509.5, 13509.6, 13510.8, 13510.85, and 13510.9 to, the Penal Code, relating to public employment.
5.5.3 Disclosure of Records of Peace Officers	<u>Penal Code §832.7</u>	Confidentiality of personnel records
5.5.3 Disclosure of Records of Peace Officers	<u>Penal Code §832.8</u>	Confidentiality of personnel records
5.6.5 Data Breach and Incident Response	<u>Civil Code §1798.29</u>	Data breach reporting

5.6.6 Artificial Intelligence/AI	<u>SB 524 (2025)</u>	An act to add Section 13663 to the Penal Code, relating to law enforcement agencies.
5.6.6 Artificial Intelligence/AI	Penal Code §13663	Reports and Artificial Intelligence
6.1.2 Selection Process for Sworn Positions	<u>Penal Code §832.05</u>	Background investigations for sworn positions
6.1.2 Selection Process for Sworn Positions	<u>AB 89 (2021)</u>	An act to add Section 1031.4 to the Government Code, and to add Section 13511.1 to the Penal Code, relating to peace officers.
6.3.4 Off-Duty Employment	<u>Government Code §1126</u>	Off Duty Employment - Incompatible Activities
6.3.6 Medical Examinations	<u>Labor Code §3200 et seq.</u>	Worker's Compensation
6.4.1 Bloodborne Pathogen Prevention	<u>CCR Title 8 §5193</u>	Cal/OSHA Bloodborne Pathogens Standard
6.4.2 Hazardous Communication and Materials	<u>CCR Title 8 §5192</u>	Hazardous Waste Operations and Emergency Response.
6.4.2 Hazardous Communication and Materials	<u>CCR Title 8 §5194</u>	Hazard Communication
6.4.2 Hazardous Communication and Materials	<u>Health & Safety Code §25500 et seq.</u>	Hazardous Materials Release Response Plans and Inventory
6.4.3 Fire Extinguishers	<u>CCR Title 8 §6151</u>	Portable Fire Extinguishers

6.4.4 Hazardous Materials Lead Exposure - Indoor Firing Ranges	CCR Title 8 §5198	Lead
6.4.5 Hearing Conservation Program	CCR Title 8 §5097	Hearing Conservation Program
6.4.5 Hearing Conservation Program	CCR Title 8 §5098	Hearing Protectors
6.5.4 Acknowledgment of Performance Evaluation	Labor Code §1198.5	Personnel Records Access
6.5.4 Acknowledgment of Performance Evaluation	Government Code §3300, et seq	Public Safety Officers Procedural Bill of Rights Act
6.6.2 Disciplinary Process	Government Code §3304(d)	Investigation and discipline timelines
6.6.4 Maintenance of Records	SB 16 (2021)	An act to amend Section 1045 of the Evidence Code, and to amend Sections 832.5, 832.7, and 832.12 of, and to add Section 832.13 to, the Penal Code, relating to peace officers.
6.6.4 Maintenance of Records	Penal Code §832.5 et seq	Establishing a procedure to investigate complaints by members of the public
6.6.5 Complaints Against Employees	Penal Code §§ 832.5–832.7	Complaints against employees
6.6.5 Complaints Against Employees	Government Code § 3300 et seq.	Public Safety Officers Procedural Bill of Rights Act
6.6.8 Rights of Public Safety Officers	Government Code § 3300 et seq.	Public Safety Officers Procedural Bill of Rights Act

6.6.8 Rights of Public Safety Officers	Racial Justice Act	An act to amend Sections 745 and 1473 of the Penal Code, relating to criminal procedure.
6.8.3 Annual Required Training for Sworn Personnel	Penal Code §13519.4	Training on Bias
6.8.3 Annual Required Training for Sworn Personnel	Penal Code §13519.10	Training on De-Escalation
6.8.3 Annual Required Training for Sworn Personnel	Penal Code §13515.28	Training on Crisis Intervention
7.1.2 Search of Persons	Penal Code §4030	Strip and visual body cavity searches
7.1.4 Eyewitness Identification Line/Show-Up	Penal Code §859.7	Eyewitness Identification Lineups
7.2.1 In-Car Video Recording Devices	SB 1421 (2018)	An act to amend Sections 832.7 and 832.8 of the Penal Code, relating to peace officer records.
7.2.1 In-Car Video Recording Devices	AB 748 (2018)	An act to amend Section 6254 of the Government Code, relating to peace officers. §6254 was later recodified to §7923.600-625 .
7.2.2 Body-worn Cameras	Government Code §7923.625	Disclosure of recording
7.2.2 Body-worn Cameras	Penal Code §832.18	Downloading and storing data recorded by a body-worn camera worn by a peace officer

7.2.2 Body-worn Cameras	<u>Government Code §7920</u>	California Public Records Act
7.2.2 Body-worn Cameras	<u>AB 748 (2018)</u>	An act to amend Section 6254 of the Government Code, relating to peace officers. §6254 was later recodified to <u>§7923.600-625</u> .
7.2.2 Body-worn Cameras	<u>Penal Code §636</u>	Privacy and Permission
7.2.3 Military Equipment Use	<u>Government Code §7070</u>	Military equipment use and approval
7.2.3 Military Equipment Use	<u>AB 481 (2021)</u>	An act to add Chapter 12.8 (commencing with Section 7070) to Division 7 of Title 1 of the Government Code, relating to military equipment.
7.2.4 Unmanned Aerial Systems (UAS) Operations	<u>Government Code §7070</u>	Military equipment use and approval
7.2.5 Automated License Plate Recognition (ALPR) System	<u>Civil Code §1798.90.5 et seq.</u>	ALPR/Collection of License Plate Information
7.3.1 Reserve Officers	<u>Penal Code §830.6.</u>	Reserve Officers
7.4.1 Juvenile Procedures	<u>Welfare & Institutions Code §625–627.5</u>	Wards—Temporary Custody and Detention
7.4.1 Juvenile Procedures	<u>Welfare & Institutions Code §625.6</u>	Juvenile legal counsel prior to custodial interrogation
7.4.1 Juvenile Procedures	<u>Welfare & Institutions Code, including §601</u>	Wards—Jurisdiction

7.4.1 Juvenile Procedures	<u>Welfare & Institutions Code, including §602,</u>	Wards—Jurisdiction
7.4.1 Juvenile Procedures	<u>Title 15 CCR §1151.</u>	Minors Under the Influence of Any Intoxicating Substance in Secure or Non-Secure Custody
7.4.1 Juvenile Procedures	<u>Penal Code §11166</u>	Child Abuse and Neglect Reporting Act
7.4.2 Release of Juveniles	<u>Welfare & Institutions Code §626 – 628</u>	Temporary Custody of a Minor
7.4.2 Release of Juveniles	<u>Welfare & Institutions Code §307</u>	Dependent Children—Temporary Custody and Detention
7.4.3 Referral to Intake	<u>Welfare & Institutions Code, including §626–633</u>	Temporary Custody of a Minor
7.4.4 Citations or Summons	<u>Welfare & Institutions Code §256–258</u>	Juvenile Court Law
7.4.4 Citations or Summons	<u>Welfare & Institutions Code §626</u>	Temporary Custody of a Minor
7.4.4 Citations or Summons	<u>California Rules of Court</u>	
7.4.5 Temporary/Protective Custody	<u>Welfare & Institutions Code §§305–308</u>	Dependent Children—Temporary Custody and Detention
7.4.6 Juveniles in Custody	<u>SB 203 (2020)</u>	An act to amend Section 625.6 of the Welfare and Institutions Code, relating to juveniles.
7.4.6 Juveniles in Custody	<u>Penal Code §4030</u>	Limits on strip and body cavity searches

7.4.6 Juveniles in Custody	<u>Welfare & Institutions Code §625.6</u>	Juvenile legal counsel prior to custodial interrogation
7.4.6 Juveniles in Custody	<u>Welfare & Institutions Code §627</u>	Notification of minor in custody to parent/guardian
7.4.6 Juveniles in Custody	<u>Welfare & Institutions Code §631-632</u>	Custody and Release of Minors
7.4.6 Juveniles in Custody	<u>CCR Title 15 §1151</u>	Minors Under the Influence of Any Intoxicating Substance in Secure or Non-Secure Custody
7.4.7 Fingerprints and Photographs of Juveniles	<u>Welfare & Institutions Code §628.1</u>	Home Supervision of a Minor
7.4.7 Fingerprints and Photographs of Juveniles	<u>Welfare & Institutions Code §602.5</u>	Reporting of Juvenile Criminal History
7.4.7 Fingerprints and Photographs of Juveniles	<u>Welfare & Institutions Code §827</u>	Juvenile Record Access
7.4.8 Juvenile Records	<u>Welfare & Institutions Code §781</u>	Wards—Modification of Juvenile Court Judgments and Orders
7.4.8 Juvenile Records	<u>Welfare & Institutions Code §786</u>	Wards—Modification of Juvenile Court Judgments and Orders
7.4.8 Juvenile Records	<u>Welfare & Institutions Code §827</u>	Wards and Dependent Children—Records
7.4.8 Juvenile Records	<u>Gov. Code §12275–12279</u>	State Records Management Act
7.4.9 Position Accountable for Juvenile Records	<u>Welfare & Institutions Code §827</u>	Wards and Dependent Children—Records

7.5.1 Mental Health Response and Transport	<u>Welfare & Institutions Code §5150</u>	Adults - Detention of Persons with a Mental Health Condition for Evaluation and Treatment
7.5.1 Mental Health Response and Transport	<u>Welfare & Institutions Code §5585</u>	Minors - Children's Civil Commitment and Mental Health Treatment Act of 1988
7.5.1 Mental Health Response and Transport	<u>WIC §§5328–5330</u>	Legal and Civil Rights of Persons Involuntarily Detained
7.5.1 Mental Health Response and Transport	<u>AB 392 (2019)</u>	An act to amend Sections 196 and 835a of the Penal Code, relating to peace officers.
7.5.1 Mental Health Response and Transport	<u>SB 230 (2019)</u>	An act to add Chapter 17.4 (commencing with Section 7286) to Division 7 of Title 1 of the Government Code, and to add Section 13519.10 to the Penal Code, relating to law enforcement.
Chapter 9: De-escalation, Use of Force, and Firearms	<u>Penal Code §835a</u>	Arrest, by Whom and How Made
Chapter 9: De-escalation, Use of Force, and Firearms	<u>AB 1196 (2019)</u>	An act to add Section 7286.5 to the Government Code, relating to officers.
Chapter 9: De-escalation, Use of Force, and Firearms	<u>AB 1506 (2020)</u>	An act to add Section 12525.3 to the Government Code, relating to the Department of Justice.
9.1.1 Use of Force	<u>Penal Code §835a</u>	Arrest, by Whom and How Made
9.1.2 Use of Force Prohibitions	<u>AB 1196 (2019)</u>	An act to add Section 7286.5 to the Government Code, relating to officers.

9.1.2 Use of Force Prohibitions	<u>Government Code §7286(b)</u>	Law Enforcement Use of Force Policies
9.3.1 Reporting Use of Force	<u>Government Code §12525.2</u>	DOJ Reporting
9.3.3 Officer-Involved Shootings and Incidents Resulting in Injury and Death	<u>Government Code 12525.3</u>	DOJ Reporting
9.3.3 Officer-Involved Shootings and Incidents Resulting in Injury and Death	<u>AB 1506 (2020)</u>	An act to add Section 12525.3 to the Government Code, relating to the Department of Justice.
9.3.3 Officer-Involved Shootings and Incidents Resulting in Injury and Death	<u>Penal Code §832.13</u>	Use of force reporting
9.5.1 Handcuffing	<u>Welfare and Institutions Code § 627.5</u>	Advising minor of constitutional rights
9.7.1 First Amendment Assemblies and Crowd Management	<u>AB 392 (2019)</u>	An act to amend Sections 196 and 835a of the Penal Code, relating to peace officers.
9.7.1 First Amendment Assemblies and Crowd Management	<u>AB 48 (2021)</u>	An act to amend Section 12525.2 of the Government Code, and to add Sections 13652 and 13652.1 to the Penal Code, relating to law enforcement.
9.7.1 First Amendment Assemblies and Crowd Management	<u>Government Code §12525.2</u>	DOJ Reporting

9.7.1 First Amendment Assemblies and Crowd Management	<u>Penal Code §13652</u>	Regulation of kinetic energy projectiles and chemical agents use
10.1.5 Vehicle Pursuits	<u>Vehicle Code 17004.7</u>	Immunity from civil liability under specific conditions
10.1.5 Vehicle Pursuits	<u>Penal Code 13519.8</u>	Training and guidelines for vehicle pursuits
10.1.5 Vehicle Pursuits	<u>Vehicle Code 14602.1</u>	Reporting Pursuit Data
10.2.15 Abandoned Vehicles	<u>California Vehicle Code §§22669–22855</u>	Abandoned Vehicles
10.2.16 Towing	<u>California Vehicle Code §§22651–22855</u>	Abandoned Vehicles
11.1.1 Planning Responsibility	<u>Government Code §8607</u>	Disaster Preparedness
11.1.2 Unusual Occurrence Plan	<u>Government Code §8607</u>	Disaster Preparedness
11.1.3 Annual Review of Unusual Occurrence/Critical Incidence Plan	<u>Government Code §8607</u>	Disaster Preparedness
12.1.1 Property and Evidentiary Items	<u>California Penal Code §§1417–1417.9</u>	Disposition of Evidence in Criminal Cases
12.1.2 Laboratory Analysis – Procedures for Submission	<u>Penal Code §13823.11</u>	Minimum standards for the examination and treatment of victims of sexual assault

12.1.8 Agency Stored Items, Inventory, and Disposal Procedures	<u>Penal Code §1417.3</u>	Disposition of Evidence in Criminal Cases
13.3.1 Communications Recording and Retention	<u>Penal Code §632</u>	Invasion of Privacy - Recording without consent
14.1.2 Records Retention and Destruction	<u>SB16 (2021)</u>	An act to amend Section 1045 of the Evidence Code, and to amend Sections 832.5, 832.7, and 832.12 of, and to add Section 832.13 to, the Penal Code, relating to peace officers.

Appendix B: Glossary

The Glossary provides clear, standardized definitions for key terms used throughout the CAPS Standards Manual. It ensures agencies share a common understanding of terminology, supporting consistency, accuracy, and effective implementation of the standards.

Accreditation	<p>The formal recognition that an agency meets established professional standards.</p> <p>Accreditation is a voluntary process in which an organization is assessed by an independent or governing body to verify that it meets established standards.</p>
Accreditation Manager	<p>The individual with overall responsibility for coordinating and managing the accreditation process.</p>
Analysis	<p>A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends. Analysis should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or policy modification needs.</p>
Annual	<p>Happening once a year or every 12 months. The 12-month period may be considered a calendar year, fiscal year, or any other period consisting of 12 consecutive months as defined by the agency or organization.</p>
Appeal	<p>A formal request for review, reconsideration, or support, often made to a higher authority or decision-making body.</p>
Arrest	<p>To deprive a person of his/her liberty by legal authority; (see Custody;).</p>
Audit	<p>A formal periodic examination of records, processes, policies, procedures, or operations to verify accuracy, reliability, and compliance with law, regulation, or recognized professional standards.</p>

Audit (Financial)	A formal periodic examination and verification of financial or agency records, inventory, processes, policies and procedures to substantiate their accuracy and reliability in accordance with Generally Accepted Accounting Principles (GAAP) or generally accepted standards as prescribed by law or local legislation.
Audit (Property and Evidence Function)	The systematic examination and evaluation of the property and evidentiary items under the secure control of the agency, along with the related supporting documentation, to ensure they are accurately recorded, properly safeguarded, and compliant with applicable policies, procedures, and standards.
Biannual	Occurring twice each year or during a period of 12 consecutive months (every six months).
Bias-Based Policing and RIPA	Prohibited law enforcement actions influenced by race, identity, or other personal characteristics, rather than by legitimate law enforcement criteria. RIPA - Racial and Identity Profiling Act of 2015
Biennial	An event that occurs every two years or every 24 months.
Bloodborne Pathogens	Disease-causing germs that are present in human blood or certain body fluids that law enforcement officers can be exposed to during duties such as handling injuries, suspects, or evidence. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).
CAD	Computer Aided Dispatch
CA POST	California Peace Officer Standards and Training

Canine Certification	Formal training and testing process through CA POST or another recognized canine certifying organization to ensure police canines and handlers are qualified for lawful deployment.
Carotid Restraint	The technique of applying pressure to the sides of a person's neck in a way that risks restricting blood flow and may render them unconscious.
Chief Executive Officer (CEO)	The CEO is the highest-ranking executive of a police department or sheriff's office, responsible for overall leadership, strategic direction, policy development, resource management, and ensuring the effective delivery of law-enforcement services.
Chokehold	A physical control technique that compresses the sides of a person's neck to restrict blood flow to the brain, causing temporary unconsciousness.
Chain of Command	Formal lines of communication within the organizational hierarchy through each successive level of command.
Civilian	A non-sworn employee of a law enforcement agency who has no arrest authority. Civilians may work in support roles and may wear uniforms but do not possess peace officer powers. (See Professional Staff)
CJIS	Criminal Justice Information System
Clarification Statement	The clarification statement supports the standard statement but is not binding. The clarification statement can serve as guidance to clarify the intent of the standard, or as an example of one possible way to comply with the standard.
Code of Ethics	Principles of conduct or moral values that govern individual or group behavior; the agency's guiding philosophy.

Command Protocol	Structured system of authority, communication, and decision-making used during operations, particularly in critical incidents, emergencies, or multi-agency responses. It ensures that orders are clear, responsibilities are understood, and actions are coordinated efficiently.
Complaint	<p>A formal expression of dissatisfaction or concern regarding the actions, behavior, or services of an individual or organization, often triggering review or investigation.</p> <p>For the purpose of Standard 6.6.5, an allegation of misconduct, violation of law or agency directives, against any member of the agency. This does not include a complainant's misunderstanding or disagreement with the application of law or agency policy or procedures.</p>
Compliance	Conformance with standards, policies, and procedures
Concurrent Jurisdiction	When more than one law enforcement agency or authority have the legal power to investigate, enforce laws, and make arrests for the same offense or within the same geographic area.
Crime Prevention Through Environmental Design (CPTED)	Crime reduction strategy that uses environmental design, such as lighting, landscaping, and access control, to deter criminal activity.
Critical Incident	<p>Any natural or human-caused event that requires an emergency response to protect life, property, or public safety. These incidents typically involve serious injury, loss of life, or major disruption to the community and require immediate, coordinated action by law enforcement and emergency personnel.</p> <p>Critical Incidents may include major disasters, emergencies, terrorist attacks or threats, large-scale fires, floods, hazardous materials incidents, aircraft accidents, earthquakes, or significant law enforcement situations such as officer-involved shootings, in-custody deaths, or active shooter events.</p>

Custody	Legal or physical control of a person by law enforcement authorities. It typically occurs when a person is arrested, detained, or otherwise deprived of freedom by the police or other authorized officials, usually in connection with an alleged crime. (see Arrest).
Deadly force	Any use of force that creates a substantial risk of causing death or cause death or serious bodily injury.
De-escalation techniques	Tactics and strategies used by peace officers to reduce the intensity of a conflict or potentially violent situation with the goal of achieving voluntary compliance, reducing or eliminating the need to use force.
Emergency Calls	Requests for police assistance that involve an immediate threat to life, safety, property, or public order, requiring a rapid or urgent response.
Non-emergency calls	Requests for police assistance that do not involve an immediate threat to life, safety, or property and do not require an urgent response.
Equal Employment Opportunity (EEO)	The principle that all individuals should have fair and equal access to employment, promotions, and benefits, without discrimination based on race, color, religion, sex, national origin, age, disability, or other protected characteristics.
Evaluation	A careful appraisal and study to determine the significance and/or worth or condition, and to draw conclusions pertaining to an item, project, or undertaking.
Evidentiary Items	Evidentiary items are objects, documents, recordings, or digital materials collected by law enforcement that have potential value in proving or disproving elements of a crime or incident during investigation or in court proceedings. These items shall be collected, processed, and maintained in a secure manner by the agency to ensure their integrity and confidentiality.

Exigent Circumstance	Legal term referring to an emergency situation that permits law enforcement to conduct a warrantless search or seizure, even though a warrant would normally be required. Examples may include the imminent destruction of evidence, the need to prevent a suspect's escape, or threats to life or safety.
Exposure Control Plan	A written program that identifies potential occupational exposure to bloodborne pathogens or other infectious materials and outlines procedures to minimize or prevent such exposure.
Field Training Program	A structured and closely supervised program provided to new/recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.
Field Training Officer (FTO)	An officer who has been selected and trained to deliver the field training program to new/recruit officers.
Field Personnel	Members who, by virtue of their assignment, have routine contact with the general public while not in a traditional office setting. Field personnel may include sworn or non-sworn members.
FMLA	Family Medical Leave Act
Follow-Up Investigations	The subsequent review or inquiry conducted after an initial investigation to gather additional facts, verify previous findings, or address new evidence or concerns.
Function	A general term for the required or expected activity of a person or an organizational component, e.g., patrol function, communications function, the planning function, the crime analysis function.
General Order	A formal directive issued by the organization that establishes policies, procedures, or rules which personnel are required to follow. It provides official guidance on how specific situations

	or duties should be handled to ensure consistency, accountability, and compliance with laws and agency standards.
Goal	A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.
Grievance	Formal complaint raised by an employee (or group of employees) about a workplace issue, such as unfair treatment, violations of policy, contract disputes, discrimination, or unsafe working conditions.
Guidelines	Statements or other indications of policy or procedure to determine a course of action.
Hazardous Materials (HazMat)	Hazardous materials are substances that can pose a risk to health, safety, property, or the environment due to their flammable, explosive, toxic, corrosive, or radioactive properties.
Holding Area	Designated secure locations within a law enforcement facility where detainees or arrestees are temporarily confined while awaiting processing, transfer, or release.
Incident	An event that requires law enforcement action, documentation, or the dispatching of agency personnel in response to citizen requests for law enforcement services. This includes any incident, whether criminal or non-criminal, which involves a response to the scene, an investigation, or the preparation of an oral or written report.
Incident Command System (ICS)	A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment. There are five major components: command, planning, operation, logistics, and finance/administration.

Inspection	A critical examination; a formal review of all components of a particular requirement and an examination of their application.
Internal Audit	A methodical examination and review conducted by an entity within the agency but outside the chain of command of the unit to be audited.
In Custody	Being under full control of a law enforcement officer.
Intake	<p>Persons: The process by which a person—juvenile or adult—is formally received into custody by a law enforcement, jail, or detention facility, and is evaluated, documented, and processed.</p> <p>Property and evidence: The process of receiving, documenting, and securely storing evidence in a law enforcement facility.</p>
Inventory	The process of listing, documenting, and keeping track of items, property, or goods to ensure they are accounted for and managed properly.
Job Description	An official written document that outlines the duties, responsibilities, and scope of a specific position, along with the required skills, knowledge, and abilities (KSAs) necessary for effective job performance.
May	Used to express a permissible course of action within the context of the standard. It indicates that a choice is allowed but not required or recommended.
Memorandum	An informal, written document that may or may not convey an order; it is generally used to clarify, inform, or inquire.
MOU	Memorandum of Understanding. A formal, written agreement between two or more parties that outlines the terms, responsibilities, and expectations of their cooperation or collaboration. While not always legally binding like a contract,

	an MOU signifies mutual intent to work together toward common goals.
Mutual aid	Agreement or arrangement between agencies or organizations to provide assistance to one another during emergencies, large events, or situations that exceed the resources of a single agency.
Objective	An end or result that one intends to attain to achieve partial fulfillment of a goal. An objective is a means to attain a goal, and therefore, requires a shorter time to accomplish than does a goal.
Off-Duty Employment	Secondary or outside employment that does not involve exercising police authority, law enforcement powers, or official police duties.
On-Site Assessment	The process where assessors visit an agency to review documentation, interview staff, and inspect facilities.
Organizational Chart	A flow chart that graphically illustrates the structures of an agency showing the relationships and relative ranks of its positions, departments, and employees
Organizational Component	A subdivision of the agency, such as a bureau, division, section, unit, or position that is established to provide a specific function.
Organizational Structure	Formal system that defines how tasks, responsibilities, authority, and communication are organized within an organization. It determines who reports to whom, how decisions are made, and how information flows
Parent Agency	Higher-level government department or agency that has administrative authority, oversight, or control over one or more subordinate agencies, bureaus, or offices. Essentially, it is the main agency under which smaller or specialized units operate.

Performance Evaluation	Systematic process used by organizations to assess and review an employee's job performance, skills, accomplishments, and overall contribution over a specific period. It typically involves feedback, goal setting, and identifying areas for improvement or development.
Periodic	Occurring at a regular time or at fixed/defined intervals.
Plan	Detailed proposal or strategy outlining the steps, resources, and timelines needed to achieve a specific goal or objective.
Policy	A directive that is a broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures and rules and regulations
Preliminary Investigation	The initial inquiry conducted by law enforcement officers to determine whether a crime has occurred and if there is enough evidence to pursue a full investigation or make an arrest.
Procedure	A directive that provides a detailed, step-by-step guide for carrying out specific agency activities or tasks. Procedures translate broad policy principles into clear, actionable instructions designed to ensure consistency, efficiency, and compliance.
Professional Staff	Non-sworn employees of a law enforcement agency who provide essential administrative, technical, and operational support. (See Civilian).
Property (Agency Owned)	Property (Agency Owned) refers to all assets purchased, leased, donated, or otherwise acquired by the agency for its official use. This includes, but is not limited to, vehicles, radios, firearms, protective equipment, uniforms, office furniture, technology devices, and any other equipment or supplies maintained for agency operations.

Property Items (Non-Evidentiary)	Refer to personal property that is not related to a criminal investigation or prosecution and therefore does not serve as evidence. These items are usually returned to the rightful owner or retained by the agency according to established property management policies.
Public Records Act (CPRA)	California Public Records Act. State law that grants the public the right to access government records, promoting transparency and accountability in California government.
PSAP	Public Safety Access Point
Quarterly	Occurs four times each year, generally once every three months.
Risk Pool	Risk pools are groups of local government entities that come together to share the cost of risk. Instead of buying coverage from a traditional, for-profit insurance company, participating public entities contribute to a collective fund that covers losses while providing risk management services.
Reserve Officer	Volunteer or part-time law enforcement officer who serves in a limited or auxiliary capacity. Reserve officers are not typically full-time employees, but they are sworn peace officers with varying levels of authority depending on their classification. They must meet POST training standards and may need to pass background checks, medical exams, and psychological evaluations.
Restraining Devices	Mechanical or physical tools used to limit, restrict, or control a person's movement or actions, typically to ensure safety, maintain security, prevent escape or injury, or enforce legal custody. Examples include handcuffs, leg irons / shackles, belly chains, flex cuffs (zip ties), and hobble restraints.
Review	To examine, inspect, or evaluate something carefully and systematically.

Roadblock	A temporary checkpoint or barrier set up by law enforcement on a roadway to stop or control vehicle traffic for a specific purpose, such as enforcing laws, ensuring public safety, or conducting investigations.
Rules and Regulations	Guidelines that govern the conduct, authority, training, procedures, and responsibilities of staff.
Safety Data Sheets (SDS)	Official documents that describe the hazards, handling, and emergency procedures for chemicals or hazardous materials.
Safety Restraining Devices	Seatbelts and other restraints required for officers, passengers, and detainees during vehicle transport to ensure lawful and safe practice.
Selection Criteria	The essential qualifications, skills, knowledge, and attributes that an employer requires a candidate to have to be considered for a job. They are used to assess and compare applicants in a fair and consistent way, especially in government or public sector recruitment.
Selection Process	The step-by-step method an employer uses to evaluate, compare, and choose the most suitable candidate for a job vacancy. It is part of the broader recruitment process and ensures that hiring decisions are fair, consistent, and based on merit. Includes minimum qualifications, e.g., education, experience, physical attributes, citizenship, performance tests, oral exams, interviews, background investigations, medical exams, polygraph tests, police academy ratings, probationary period ratings, personality inventories, interest inventories, psychiatric evaluations, veteran's preference, cut-off scores, and ranking procedures.
Serious Injury	A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.
Shall	Denotes a mandatory requirement.

Special-Purpose Vehicles	Non-standard fleet vehicles such as aircraft, drones, motorcycles, and command posts. Require specialized training, oversight, and documentation.
Specialized Assignment	Refers to a duty or position that requires officers to perform specific tasks outside their routine patrol or general duties, often requiring specialized training, skills, or expertise. Examples include SWAT, or K9 units, traffic enforcement/accident reconstruction, gangs, narcotics, cybercrime task forces, and community policing.
Specialized Training	Refers to targeted instruction and skill development provided to officers or personnel to prepare them for specific roles, functions, or operational needs beyond general police academy or patrol training. It is often tied to specialized assignments or units and may address technical and job-specific subjects.
Status Offense	A type of violation that is only considered an offense because of the age or status of the person committing it, typically applying to minors under 18 years old. These offenses would not be illegal if committed by an adult.
Sworn Officer	A person who is granted peace officer powers prescribed by constitution, statute, or ordinance in the jurisdiction, including those persons who possess authority to make a custodial arrest for limited or specific violations of law within the same jurisdiction.
Tactical Team	A group of officers who are specially selected, trained, and equipped to manage high-risk incidents, such as situations involving snipers, barricaded suspects, hostage rescues, selected warrant services, and other critical operations as determined necessary by command leadership. Synonymous terms include Special Weapons and Tactics (SWAT), Emergency Response Team (ERT), Emergency Services Unit (ESU), Sheriff's Emergency Response Team (SERT), among others.
Task Force	A temporary or permanent combination of personnel, units, or resources assembled to accomplish a specific mission or operational objective. All elements within a task force must

	share common communications and operate under a designated leader to ensure coordinated efforts.
Unannounced	Unannounced refers to actions that occur without prior warning or notification. This means no advance notice, permission requests, or opportunity to prepare before the action takes place.
Unannounced (Inspections)	An unannounced inspection happens when regulatory or oversight officials conduct an inspection without notifying the facility beforehand, aiming to observe operations in their usual, unaltered state.
Unusual Occurrence	<p>Any unexpected event or situation outside normal police operations that does not require a full emergency or disaster response but must be reported and documented.</p> <p>Unusual occurrences may include equipment malfunctions, minor traffic collisions involving police units, accidental firearm discharges without injury, escape attempts, or other irregular events that could impact safety, security, or departmental operations.</p>
Use Of Force	The legally authorized application of physical coercion by a peace officer, limited to what is reasonable and necessary to make an arrest, prevent escape, or protect themselves or others.
Verification	The process of confirming the accuracy, truth, or validity of something through evidence, investigation, or comparison against a standard.
Will	Indicates what is expected to happen or what is intended to occur
Written Directive	Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, collective bargaining agreements, governmental administrative orders, training bulletins, memoranda, Attorney

	General or County Prosecutor's Guidelines or Directives, and instructional materials.
Year	A year is a unit of time equal to 12 months, which can be a calendar year, fiscal year, or another 12-month period as defined for specific purposes.

Appendix C: Time Sensitive Standards by Standard

This document is intended as a starting point for agencies to reference standards with time-sensitive requirements. Agencies may adapt and edit it to support their own standards organization processes.

[Click here](#) to download an Excel spreadsheet version of this index.

CAPS Standard	Description	Schedule
1.1.1 Organizational Structure	Review and update organizational chart	Annually
1.1.1 Organizational Structure	Review and update organizational chart	When structural changes occur.
1.2.4 Mutual Aid Agreements	Review, evaluate and update mutual aid agreements	Every 3 Years
2.3.3(f) Independent Oversight Function or Independent Police Auditor (IPA)	Evaluation of oversight process	Every 2 Years
2.3.3(g) Independent Oversight Function or Independent Police Auditor (IPA)	Create and publish report	Annually
4.1.1 Operational Reports	Create and publish report(s)	Annually
4.1.2 Multi-Year Plan	Develop and maintain a multi-year plan	As defined by agency
5.1.3(f) Written Directives	Review written directives	Annually

5.2.4 Accounting System	Produce quarterly status reports	Quarterly
5.2.5 Audits (Fiscal)	Perform fiscal audits	As defined by the agency
5.2.6(c) Cash Accounts	Internal audit of cash accounts	Quarterly
5.4.1 Accreditation Program Oversight	Complete accreditation manager training	Within First Year
5.4.1 Accreditation Program Oversight	Complete accreditation manager training	Every 2 Years
5.4.3 Annual Standards Compliance Review	Compliance review of accreditation files	Annually
5.6.1(a) Cybersecurity Policy	Review policies	Annually
5.6.1(a) Cybersecurity Policy	Review policies.	Upon major IT Changes
5.6.1(b) Cybersecurity Policy	Complete training	Annually
5.6.1(b) Cybersecurity Policy	Complete training	Within 30 days of system access.
6.2.4 Supervisory Development	Complete training	Within first year
6.2.6 Probationary Period	Performance-based probationary period	First 6 months of new position

6.4.1(g) Bloodborne Pathogen Prevention	Offer Hepatitis B vaccine series	At initial assignment
6.4.1(i) Bloodborne Pathogen Prevention	Complete training	At initial assignment
6.4.1(i) Bloodborne Pathogen Prevention	Complete training	Annually
6.4.1(i) Bloodborne Pathogen Prevention	Complete training	After procedural changes
6.4.1(k) Bloodborne Pathogen Prevention	Review and update ECP	Annually
6.4.3(a) Fire Extinguishers	Internal inspection of extinguisher	Monthly
6.4.3(b) Fire Extinguishers	Inspection and maintenance of extinguisher	Annually
6.4.4 Hazardous Materials Lead Exposure - Indoor Firing Ranges	Monitor for airborne and surface lead exposure	Annually
6.5.1 Annual Performance Evaluations	Conduct performance evaluation	Annually
6.5.2 Instruction for Evaluating Performance	Complete training of evaluation procedures	Before assuming rating responsibilities
6.5.3 Probationary Employees	Conduct evaluation	Quarterly
6.6.5(l) Complaints Against Employees	Create and publish data summary	Annually

6.8.2 Annual Policy Training	Complete training	Annually
6.8.3 Annual Required Training for Sworn Personnel	Complete training	Annually
6.8.5 Training for New Professional	Complete orientation training	Within 30 days of hiring
7.1.5 Open Unresolved Murder Case Reviews	Review and reinvestigate	As defined by agency
8.1.1(c) Agency Vehicle Policy	Policy review	Annually
9.2.2 Less Than Lethal Weapons	Complete recertification	Every 2 Years
9.2.2 Less Lethal, Less Than Lethal, or Non-Deadly Weapons	Complete recertification	As required by POST & Manufacturer
9.3.1 Reporting Use of Force	Complete report and internal review	As defined by agency
9.3.2 Annual Use of Force Analysis	Conduct analysis	Annually
9.3.3 Officer-Involved Shootings and Incidents Resulting in Injury and Death	Report incident	By Occurrence
9.6.1 Annual Use of Force Training	Complete training	Annually

10.1.5(d) Vehicle Pursuits	Complete training	Annually
10.1.5(e) Vehicle Pursuits	Report data	By Occurrence
11.1.3 Annual Review Unusual Occurrence /Critical Incident Plan	Review plan	Annually
11.1.4 Equipment Inspection	Conduct inspection	Biannually
11.3.1 Active Shooter/Active Aggressor	Review policy and training	Annually
12.1.4(a) Inspections and audits	Inspection of evidence and property storage areas by person responsible	Semi-annually
12.1.4(b) Inspections and audits	Inventory evidence when there is a change in custodian	By Occurrence
12.1.4(c) Inspections and audits	Inventory evidence when there is an indication or suspicion of breach	By Occurrence
12.1.4(d) Inspections and audits	Conduct unannounced inspection	Annually
12.1.5 Annual Audit	Conduct audit	Annually
13.1.8 Release Procedures for Recorded Communications	Review and update directive	As defined by agency
13.1.11 Training for Public Safety Dispatchers	Complete formal training	Prior to assuming operational duties.

Appendix D: Training Index

This document is intended as a starting point for agencies to reference standards with training requirements. Agencies may adapt and edit it to support their own standards organization processes.

[Click here](#) to download an Excel spreadsheet version of this index.

CAPS Standard	Description
3.1.6 Bias-Based Policing and RIPA	Training on bias-based policing and RIPA
5.4.1 Accreditation Program Oversight	Accreditation Manager training
5.5.5 Social Media	Training on social media conduct
5.6.1 Cybersecurity Policy	Training on cybersecurity policy annual, within 30 days of assignment
6.2.4 Supervisory Development	Training for newly promoted supervisors - before or within one year of assignment
6.3.8 Personally Owned Duty Equipment	Training on personally owned duty equipment
6.4.1 Bloodborne Pathogen Prevention	Training on bloodborne pathogen prevention
6.5.2 Instruction for Evaluation Performance	Training for raters in evaluation procedures
6.8.1 Basic Academy Training	Basic training academy
6.8.2 Annual Policy Training	Annual training on departmental policies and procedures
6.8.3 Annual Required Training for Sworn Personnel	Annual training for sworn personnel

6.8.5 Training for New Professional (Non-Sworn) Personnel	Orientation training for newly hired professional staff
7.2.2 Body-worn Cameras	Training on body-worn camera policies and procedures
7.2.3 Military Equipment Use	Training on military equipment policies and procedures
8.1.2 Special Purpose Vehicles	Training for use of special purpose vehicles
9.2.2 Less than Lethal Weapons	Training for use of less than lethal weapons
9.2.3 Police Canines	Training for handlers and supervisors
9.6.1 Annual Use of Force Training	Annual training on use of force
10.1.5 Vehicle Pursuits	Annual training on pursuit policy and tactics
10.2.5 Speed Measuring Devices	Operator training
10.2.17 Blue Envelope Program	Training on program policies and procedures
11.1.2 Unusual Occurrence Plan	Training on response plans
11.2.1 Tactical Team	Training and readiness exercises for team members
11.2.2 Crisis Intervention Team	Training for team members
11.2.3 Crisis Negotiations Team	Training for team members
11.3.1 Active Shooter/Active Aggressor	Ongoing training and exercises for readiness

13.1.11 Training for Public Safety Dispatchers	Training for newly hired dispatchers
13.2.2 Joint Communications Exercises	Periodic communications-based training